

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Executive Assistant to the Chief Executive Officer
<b>RESPONSIBLE TO:</b>	CEO
<b>LOCATION:</b>	The Golden Thread Alliance
<b>SALARY GRADE:</b>	Kent Range 9
<b>HOURS:</b>	37 Hours Per Week

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### PURPOSE OF THE POST:

Enhancing the CEO's effectiveness by providing support across all areas and representing the Executive team to others. Maintaining a high standard of Human Resource practice within The Galaxy Trust reflecting the core values of Respect, Responsibility and Equality.

### MAIN ROLES AND RESPONSIBILITIES

#### Key Responsibilities

- To conserve the CEO's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; initiating telecommunications
- To maintain the CEO's appointment schedule by planning and scheduling meetings, conferences and travel.
- Liaise with the CEO regarding the weekly diary and sort out any ensuing issues ready for staff perusal
- To co-ordinate the process of recruitment and the retention of staff across The Trust.
- To lead and organise school residentials across The Trust.
- To manage Governance & Trustee records, minutes and documents on the school database system KLZ.
- To liaise with key stake holders and to form and develop new working relationships with outside agencies for the benefit of The Trust.
- To produce information by transcribing, formatting, inputting, editing, retrieving and copying.
- To proof-read a range of documents in preparation for distribution from the CEO.

	<ul style="list-style-type: none"> <li>• To welcome guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.</li> <li>• To maintain staff and parent confidentiality and protect operations by keeping information confidential.</li> <li>• To liaise with members of the academic and support staff as appropriate.</li> <li>• To be a focal point of contact across the Trust for Parents, Staff &amp; Trustee &amp; Governors.</li> <li>• To prepare weekly and termly reports by collecting and analysing information.</li> <li>• To provide historical reference by developing and using filing and retrieval systems; recording meeting discussions, at school and Trust level.</li> <li>• Make refreshments for the CEO and/or visitors as and when reasonably required.</li> <li>• To maintain professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.</li> <li>• To seek additional funding opportunities across The Trust.</li> <li>• To comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.</li> </ul>
<p><b>DATA PROTECTION</b></p>	<ul style="list-style-type: none"> <li>• Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies.</li> <li>• Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018.</li> <li>• Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs).</li> <li>• Support the processing of subject access requests (SARs).</li> <li>• Attend data protection training as required.</li> </ul>

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Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role.

*This job description may be subject to amendment or modification at any time in consultation with the post holder.*

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

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Postholder's name:

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Date:

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PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree Level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven administration experience</li> <li>• Previous experience of reception work or working in a customer service role</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Highly professional with drive and energy, providing efficient and effective support</li> <li>• Excellent written and interpersonal skills</li> <li>• Ability to provide a high level of customer service</li> <li>• Ability to deal calmly, tactfully and effectively a range of people</li> <li>• Ability to convey information clearly and accurately orally and in writing to a range of people</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to take personal responsibility for organising day to day workload</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Able to use own initiative to solve problems and respond proactively to unexpected situations</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Demonstrate a basic understanding of the work of a school</li> <li>• Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Outlook</li> <li>• Demonstrate an understanding of confidentiality and child protection issues in a school setting</li> </ul>

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