



All Saints Catholic Academy Trust

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CEO: Stephen Wheatley

JOB DESCRIPTION

Title of post:	Executive Assistant and Clerk to the Trust Board
Accountable and responsible to:	Director of Governance and Compliance with day-to-day operational reporting to CEO
Grade/scale	H8, points 23-26
Location:	ASCAT Central Offices, Abbots Langley, WD5 0DS, with travel to the Academies and external meetings where required
Hours	Term Time (38 weeks plus 4 weeks), 37 hours per week. The role will require attending evening meetings and will require a flexible approach to working.

POSITION SUMMARY:

As a member of the Academy Trust's Central Team, the Executive Assistant (EA) is a hugely important role, critical to the smooth running of the Executive Leadership of the Trust. The EA will support, organise and manage administration, support systems and other activities that enable the effective running of the Trust. This will include PA and secretarial support to the Trust CEO and Clerking and Administration support to the Trust Board.

The EA role requires someone with high-organisational and communication skills, good personal skills and above all, someone interested in playing a big part in a central MAT team. To succeed in this role, you will need to have an ability to multi-task different areas of work, together with a keen eye for detail and well-honed IT skills. The postholder will be intuitive with the ability to show initiative and work proactively to support the CEO.

MAIN PURPOSE OF THE JOB: Accountable and responsible to carry out a range of tasks to support the CEO in the following key areas of operation of the Trust:

Administrative Support, Coordination and Communication

- To act as the first point of contact internally and externally on behalf of the CEO to include: Filtering and prioritising correspondence and emails of the CEO
- Screening incoming telephone calls on behalf of the CEO and manage requisite actions appropriately.
- To support the CEO in arranging Performance Management, Probation and mid-year review meetings.
- Scheduling and managing appointments, creating agendas, and minute taking
- To support the CEO in preparing for meetings or presentations.
- To organise regular SLT and external meetings including agenda setting, taking and following up on actions points.
- To maintain the CEO's diary to ensure effective planning/preparation including:
 - To effectively liaise and communicate with school staff, administrative team and external agencies, particularly parents, representatives of the LA, Directors and our local community.
 - Liaise with Senior & Middle Management concerning priorities, deadlines, policies and procedures.
 - To support the CEO and COO to write and produce correspondence and documentation using own initiative, or as directed in relation to specific and confidential matters on behalf of the CEO and COO.
- Manage the accurate collation, preparation and timely distribution of information, papers, reports, and other relevant documentation, together with travel arrangements, to ensure the CEO is fully prepared for all meetings, conferences and events.

Operational Support:

- Maintenance of Trust Annual Calendar
- To undertake desk based research as required to contribute to and/or lead small/medium scale projects



- Co-ordinate logistics - room bookings/catering/hospitality /equipment for internal or external meetings and interviews.
- To lead and support the detailed planning and organisation of special events.
- To observe strict confidentiality in all aspects of the role in accordance with the Data Protection Act 1998.
- To undertake additional projects as required including supporting the development of new business opportunities.
- To actively promote the safeguarding of children and colleagues.
- Liaise and work with board level executives and a range of senior level stakeholders.
- Act as gatekeeper to the CEO
- Involvement in strategic planning.
- Supporting with business continuity processes
- Confidence to challenge upwards

Clerking:

- Fulfil the duties of Clerk to the Trust Board and work with the Director of Governance and Compliance to support the facilitation of good governance across the Trust.
- To work with the Executive Team to Schedule the Trust Committee meetings for the academic year ensuring these align with key dates and workflow of the Trust Governance schedule and upload to Governorhub ensuring that the Diocese is informed.
- To maintain the Trust Board policy and document management process.
- To ensure that key documents, communication and policies that are provided by the Trust Board are shared with the Local Governing Boards.
- Attend termly Trust Clerks Network Meetings and engage with opportunities for professional development to ensure they are up to date with key changes and requirements.
- To ensure all relevant checks are completed by liaising with the HR team for all newly appointed or reappointed Directors.
- Liaising with the Director of Governance & Compliance to promote training priorities and opportunities provided by the Trust
- Working with the Director of Governance & Compliance Board to ensure key messages are communicated to Directors and local Governors
- Work with the Director of Governance & Compliance to complete annual Board evaluation and Skills analysis

Other

- Attend training courses, departmental meetings and performance management interviews as directed
- Undertake any other reasonable tasks as directed by the Executive Team

The post holder is required to contribute to and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices. The postholder is required to be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post.

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION, EXPERIENCE & JOB KNOWLEDGE

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> GCSE pass grades (5 or above) in English and Maths and A-Level or equivalent level 3 qualification. Experience of working as a Personal Assistant or related role 	<ul style="list-style-type: none"> Degree or related professional qualification Previous experience as an Executive Assistant Previous experience working in a Multi Academy Trust Central Team Previous Clerking experience
Skills & Knowledge	<ul style="list-style-type: none"> Excellent ICT skills Exceptional proven organisational skills. Strict adherence to confidentiality proportionate to the responsibilities of the role. Able to design and implement effective systems within work environments Experience of dealing with difficult enquiries and situations in a professional, proactive and helpful manner 	<ul style="list-style-type: none"> Experience of project management and delivery Working knowledge of industry standard design packages eg. Canva; Microsoft Office; Google Suite and common used social media channels
Safeguarding	<ul style="list-style-type: none"> Understanding of current statutory processes, procedures and associated documentation 	
Personal Qualities	<ul style="list-style-type: none"> Able to work under own initiative, to be able to work under pressure, prioritise and work flexibly to meet deadlines Approachable and flexible Resilient and able to meet demands of a challenging high pressured environment and deal with emergencies Attention to detail Demonstrate a commitment to upholding the distinctive Catholic Ethos of our Trust. Excellent communicator Confident and professional demeaner Problem solving 	

Last reviewed: April 2025