



Our Lady of Walsingham Catholic Multi Academy Trust

Administrative Assistant to the Trust Chief Executive Officer and Executive Team

Hours:	32 hours per week term time only, Monday to Friday. Release time as required to access ongoing Level 3 apprenticeship training with a nationally accredited provider.
Salary Scale:	Point 5 £21,576 FTE.
Location:	The Trust has offices in Ipswich and Newmarket and there will be a flexible approach to the location of the position based on the successful candidate. There may also be some flexibility to work from home on occasion.
Term:	18 months fixed term apprenticeship contract.
Reporting to:	The Chief Executive Officer.

Purpose of Role:

- To provide administrative support to the CEO for the smooth running of the [Academy Trust](#).
- To support the work of the Executive Team and Trust Board.
- To act as an ambassador for the Trust and embody its value, vision and ethos in all interactions.
- To contribute to the safety and wellbeing of children and young people within the Trust and protect them from harm.

Duties and responsibilities

- To satisfy the roles and responsibilities set out in this job description and any additional tasks reasonably requested by the CEO.
- To undertake all identified training required to develop in the role.

Leadership support

- To be the first point of contact for the CEO and Trust and to provide general administrative assistance as needed to support the work of the CEO, Executive Team and Board on a day to day basis.
- To respond to verbal and written queries in a timely fashion.
- To collate correspondence and reports on behalf of the CEO, Executive Team and Board in conjunction with other staff who share this responsibility.
- To manage the CEO's diary and to maintain Trust calendars, ensuring they are up to date.

- To send out agendas and accompanying documents for meetings as required by the CEO, Executive Team and Board.
- To produce reports and collate documents for meetings, ensuring that deadlines are met.
- In conjunction with the CEO, to maintain an overview of all Trust level policies and liaise with Executive Team members to ensure review dates are met.

General administration

- To update manual and computerised record/information systems.
- To organise and distribute incoming and outgoing post.
- To carry out filing, printing and photocopying.
- To book training courses for the CEO, Executive Team and Board.
- To assist with organising meetings and events, in person and remotely, including the organisation of rooms and equipment, and providing refreshments as required.
- To support Trust staff in keeping records in accordance with its record retention schedule and data protection law, ensuring information security and confidentiality at all times.

Communication

- To write and send professional email responses.
- To assist with updating the Trust website, including the publication of Trust Policies.
- To liaise with key personnel, particularly within all Trust schools.
- To liaise with relevant staff regarding internal and external Trust communications via appropriate media eg newsletters, staff bulletins, press releases, social media posts etc.
- To liaise with relevant staff with regards to assisting with marketing and promoting the Trust.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE English and Maths A –C (4-9 equivalent) • First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and act accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding • Current driving license
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Ability to embrace change well • Ability to deal with difficult situations effectively