



Executive Assistant to the CEO and Executive Team

(37 hrs per week, term time plus 10 days)

Required: ASAP

**SCP23 (£30,151) – SCP26 (£32,909)
(Full time equivalent)
Actual salary at SCP23 - £26,962
Pay Award Pending from 1 April 23**

Closing date:	Monday 22 nd May 2023
Interview date:	Friday 26 th May 2023

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Important Safeguarding notice / Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The following statement is an extract from our Safer Recruitment Policy and is line with the Government's Department for Education document: 'Keeping Children Safe in Education 2022'

2. Statement of Intent

2.1 South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers.

2.2 The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Dear Potential Colleague,

Thank you for expressing an interest in this post.

We are seeking to appoint a professional, dedicated and highly motivated individual to support our CEO, Directors and Trustees.

You will work as part of central team, based at the Trust office in Elland.

If you are the person we seek, you will be able to demonstrate the following skills and abilities:

- Strong organisational skills and ability to prioritise multiple tasks seamlessly with a strong attention to detail.
- Very strong interpersonal skills and the ability to build relationships with key stakeholders.
- Ability to deliver timely, accurate and up to date documents to the required quality.
- Substantial and successful experience of providing administrative support at an executive level including managing busy diaries and dealing with sensitive and highly confidential communications of senior staff.
- Ability to act as Clerk to Local academy Boards and committees
- Experienced minute taker
- An enthusiastic member of staff committed to ensuring the best possible outcomes for all pupils, staff and stakeholders.
- A strong commitment to professional development for all, including yourself and your team.
- The ability to effectively manage a team.

If you think that you may be the right candidate for this role, then we look forward to receiving your application. If you would like to discuss the role in more detail or require more information, please contact our Deputy CEO, Roz Batley at:

roz.batley@southpennineacademies.org

Lynda Johnson
Chief Executive

South Pennine Academies

The Trust

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

Values

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a Multi Academy Trust allows school-to-school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower, and be involved in shaping the partnership rather than having it shaped for you.

Key Priorities

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community



South Pennine Academies Partner Schools



Joining South Pennine Academies

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure - [South Pennine Academies - Professional Development at SPA](#)
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Hybrid / Smarter Working** – South Pennine Academies recognises the mutual benefit of homeworking. The balance between office and home working will vary depending on the role and the person concerned and any remote working will be agreed with your line manager.
- **Free Eye Test** – The Trust offers a free eye test to all staff, and £49 toward the cost of glasses, needed for VDU purposes only, in partnership with Specsavers. Please contact Central HR for more information and how to obtain an eye test.



THE SELECTION PROCESS

How to Apply

If you wish to apply for the post Executive Assistant to the CEO and Executive Team, then you should:

- Complete the online application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Applications are made via the **My New Term** portal and can be accessed using the following link: <https://www.mynewterm.com/jobs/745763991/EDV-2023-SPA-75947>
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Applications are welcome from both internal and external candidates.
 - Submit your application by: **9am Monday 22nd May 2023**
 - Interviews to be held on: **Friday 26th May 2023**

Successful applicants will be required to undertake an Enhanced Criminal Records Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Executive Assistant to the CEO and Executive Team

Salary / grade range	SCP 23-26 (40-week contract) - 37 hours per week £26,962 - £29,428 (FTE £30,151 - ££32,909)
Location	South Pennine Academies, Business and Training Centre, Elland
Reports to	CEO

Purpose of role:

The role will provide high quality executive, personal and confidential services for the CEO and Executives to maximise the effective and efficient use of their time. By managing a team of Business support officers, you will ensure high quality administrative support is offered to the central team.

Job Description

Key Duties

Executive Assistant to the CEO

- Manage the diaries of the CEO and Directors, including arranging appointments and co-ordinating meetings and events in a timely manner.
- Line Manage the Business Support Team, to ensure high quality administrative support is offered to the central team and events are organised effectively.
- Be the first point of contact for all internal and external calls to the CEO; dealing with routine and non-routine enquiries as appropriate, including the need to deal often with complex and sensitive matters.
- Arrange meetings for the CEO and Executive Teams, ensuring rooms, IT and hospitality are arranged.
- Provide a high quality efficient, professional and confidential service for all administrative tasks required by the CEO and executive team.
- Respond to enquiries both by telephone and in person from a wide range of contacts, assessing their priority and importance and decide an appropriate course of action to avoid any unnecessary disruption to the CEO.
- Filter general information, queries, phone calls and invitations to the CEO or executive team by redirecting or taking forward such contact as appropriate.
- Read and action all postal and email correspondence addressed to the Trust.
- Manage the Trust "office" email address and ensure correspondence is forwarded to the correct person
- Set up and maintain accurate and comprehensive filing systems, both manual and computerised.
- Take accurate minutes for confidential meetings where necessary.
- Provide a professional welcome to all visitors for the CEO and provide refreshments for meetings as requested.
- Manage staffing issues as delegated by the CEO in a professional and confidential matter.
- Organise, staff, parent and student surveys as required.
- Plan and organise Principal Induction Sessions.
- Act as clerk to LAB's or panels where needed, ensuring accurate minutes are produced and circulated as required.
- Ensure the Trust website is up to date and compliant with statutory guidance at all times and promotes the Trust positively.

- Undertake academy website compliance audits annually.
- Ensure a register of statutory policies is in place and policies are reviewed in a timely manner for approval by the CEO, Partnership Board and Trustees.
- Circulate policies to Academies once approved by Trustees.
- Support the Executive team with the production of reports and data as required.

Carry out tasks that are commensurate with the grade as directed by the CEO.

Other Responsibilities

- Contribute to the wider life of the Trust, its academies and its community through out of hours and partnership work when required
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Carry out your duties with full regard to the Trust's published employment policies
- Comply with health and safety policies, organisational statements and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters to protect both yourself and others
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's academies and other agencies as appropriate to the role of Trust Safeguarding and Child Protection Lead
- Always promote the Trust's values and vision
- Carry out any such duties as may be reasonably required by the Chief Executive Officer

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine.

Responsible to: CEO

Responsible for: Business Support Team

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of high-level administrative work • Previous experience of managing a team 	<ul style="list-style-type: none"> • Experience of working in an academy or similar establishment • Experience of maintaining a website 	<ul style="list-style-type: none"> • Application • Reference
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to at least A Level or equivalent 	<ul style="list-style-type: none"> • Accredited qualification • Commitment to further professional study 	<ul style="list-style-type: none"> • Application
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Ability to lead a team • Excellent and meticulous organisational skills • Excellent verbal and written communication skills • Ability to compile well-written and grammatically correct documents and letters 	<ul style="list-style-type: none"> • Knowledge of the respective roles and responsibilities of a multi- academy trust • Ability to provide and seek relevant advice 	<ul style="list-style-type: none"> • Application • Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to build and form positive relationships • Initiative and ability to prioritise one's own work, make informed judgements with limited supervision and guidance • Ability to follow direction and work in collaboration with the Executive team and Academy Principals. • Ability to work flexibly to meet deadlines and respond to unplanned situations • Discretion and confidentiality when dealing with sensitive matters 		<ul style="list-style-type: none"> • Application • Reference • Interview

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our values and principles.