

Job Description

POST:	Assistant to the Directors
RESPONSIBLE TO:	Head of Operations and Compliance
SALARY:	Grade I: £27,514 to £30,095 per annum (Pay award pending)
LOCATION:	CAT Head office, Tamworth
WORKING PATTERN:	37 hours, whole year
DISCLOSURE LEVEL:	Enhanced DBS
KEY RELATIONSHIPS:	Provide support to the CEO and Executive Director (Finance and Operations) and the whole of the Board of Directors. Support local governors, headteachers and clerks across the trust
RESPONSIBLE FOR:	Administration of governance for the trust including the administration of data protection (GDPR) and Freedom of Information.

MAIN PURPOSE:

To work in the Trust's central team to support the directors with matters of probity and ensure efficient communication with staff, local governors, members of the public and regulatory authorities. The post is responsible to the Head of Operations and Compliance. Administrative support will be provided directly to the CEO of the Trust and the Executive Director Finance and Operations.

SPECIFIC RESPONSIBILITIES

The main duties and responsibilities are as indicated below. Other duties of an appropriate level and nature may also be required, as directed. Please note that the post holder will be required to work outside of normal working hours for clerking meetings and may be required to work outside of normal working hours for activities, meetings and emergencies.

The post holder is required to support and encourage the trust's ethos and its objectives, policies and procedures as agreed by the Board of Directors, including child protection matters.

General

Act as Clerk to Board of Directors and its committees and maintain appropriate company records.

Be responsible for activities ensuring the trust is GDPR compliant, responds appropriately to Freedom of Information Requests and any complaints received.

Act as a point of communication, exchanging information across the trust.

Have a responsibility for the administration of governance across the Trust, including School Standards Committees, Chairs Standards Committee and Education Advisory Boards.

Maintain the central databases of the pecuniary interests of directors, governors and staff and work with the Head of Operations and Compliance to ensure these are published in line with the Academies Financial Handbook.

Act for the CEO & Executive Director (Finance and Operations) of the Trust to maintain diaries, organise meetings and deal with correspondence.

Co-ordinate our interactions with the Press and organise conferences, consultation events and other Trust activities.

Put consistency, probity and value for money at the heart of everything we do, working with all the schools in our Trust. Be always alert to the best interests of the Trust.

Any other duties that are reasonable and in line with this level of responsibility.

Trust Governance

Take minutes of all Directors meetings and ensure the books and record of the company are maintained.

Additional clerking duties when required.

Act as a single point of liaison between the directors and the Chairs Standards Committee, School Standards Committees and Education Advisory Boards to ensure that information is disseminated appropriately.

Co-ordinate the training of local clerks to the governors.

Co-ordinate governor and director induction and training

Collate and record the Register of Pecuniary and Business Interests and publish appropriately on the Trust's website

Trust Administration

Co-ordinate responses to Freedom of Information requests and data protection enquiries

Organise formal consultations where required (eg: new school opening, change of age range of a school, etc)

Carry out an administrative role in respect of regulatory bodies such as Data Protection and the Information Commissioner.

Co-ordinate our interactions with the press, maintain the trust's website and organise Directors' attendance at conferences including where we are required to present.

Co-ordinate the Trust's response to formal consultations with the DfE and others.

Ensure information held on the "Get Information About Schools" website is kept up to date.

Support the central functions of the Trust in dealing with administration requirements.

Support to Directors

Maintain diaries for the CEO and Executive Director (Finance and Operations), organise meetings, deal with correspondence and telephone enquiries.

Maintain an efficient filing and record keeping system (paper and electronic)

Deal with typing, report writing, draft correspondence and photocopying when required

Organise meetings, conferences and committees including rooms, equipment, catering

Welcome visitors to the Trust and ensure they are safe, looked after and accompanied as necessary

Health and Safety

All employees are expected to maintain a healthy and safe work environment.

Safeguarding Children

CAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Human Resources. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty –

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our ‘non-negotiables’ – beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement – Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control (‘knowing what to do when they don’t know what to do’) in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition – ambition not only for themselves but for the communities in which they live and work.

Achievement – ‘letting your light shine’: All young people achieve things they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement – relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other’s professional and personal wellbeing.

All members of the staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships, working together to enhance professional learning and practice and collaboration; collegiality and a sense of tea identifies how all staff work together. All staff have clarity and certainty about the direction our school is taking

and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other – they are part of a team that ensures our schools are among the best in the country.

	Essential	Desirable
Qualifications	Equivalent of 5 GCSEs grade A*-C including English and Maths	Higher level English and communication skills.
Experience, Skills and knowledge	<p>Experience of clerking, minute taking and dealing with confidential information</p> <p>Experience of dealing with regulatory bodies</p> <p>Experience of Data Protection and Freedom of Information legislation</p> <p>Experience of communicating internally on GDPR compliance to raise awareness across the organisation.</p>	<p>Experience of working/providing support in an educational setting would be desirable but is not essential.</p>

<p>Personal Qualities</p>	<p>Able to work in an organised and methodical way and have excellent administration and coordination skills</p> <p>Has excellent communication skills, written and verbal and is able to develop and maintain good relationships with colleagues both in the central team and in our schools</p> <p>Excellent IT skills to include Microsoft Office (Outlook, Word, Excel and Powerpoint).</p> <p>Able to work to strict deadlines and calm under pressure</p> <p>Able to maintain confidentiality at all times and recognises privileged position with access to information</p> <p>Ability to work within established procedures but without close supervision, responding to varied problems and developing solutions, though has access to the Head of Operations and Compliance for advice.</p> <p>Can use own initiative, solve problems and prioritise workload in a busy environment, working to deadlines</p> <p>Able to analyse and report on data</p> <p>Hardworking and a positive attitude to change</p> <p>A willingness to be involved in the development of the Trust as it grows and tasks change</p> <p>Reliable, trustworthy and punctual</p> <p>Commitment to own development with a willingness to attend training sessions, meetings and keep up to date with all professional developments</p>	
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	<p>Able to drive or otherwise get to schools within our Trust</p>	
<p>Other</p>	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced DBS Checks</p> <p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	