



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Application Pack for:

Executive Assistant to the
CEO/DDE for The Diocese
of Gloucester Academies Trust



EXECUTIVE ASSISTANT

The Diocese of Gloucester Academies Trust (DGAT) is seeking to appoint a highly motivated and experienced executive assistant.

DGAT is a Multi-Academy Trust comprising 17 schools situated in the Diocese of Gloucester with whom there is a close working relationship. The Trust is seeking to appoint an Executive Assistant who will provide outstanding administrative support to the Chief Executive Officer who also holds the role of Director of Education for the Diocese of Gloucester.

The successful applicant must be flexible, show initiative and discretion with an excellent understanding of handling sensitive and confidential information. You will show leadership, sound judgement, ability to manage the CEO/DDE's email and have confidence in dealing with the planning and hosting of diary appointments and events, including unforeseen circumstances particularly in the absence of the CEO/DDE.

You will be responsible for providing high-level support and personal administration to the CEO/DDE ensuring DGAT and the diocesan Board of Education delivers their strategic plans. You will be able to implement specific projects as assigned by the CEO/DDE therefore strong organisational skills are essential. As you will be acting as the first point of contact and the key liaison point between the CEO/DDE, the wider Trust and the external world you will need to have strong effective written and verbal communication skills.

As Executive Assistant you will have excellent report writing capabilities, including complex briefs. You will have the ability to collate, analyse and produce detailed high-level reports for both internal and external communications. This will include undertaking independent, original research incorporating detailed analysis of complex quantitative and qualitative data. Experience of working within the Education sector/wider public sector would be desirable but not essential.

You will need to be able to confidently build rapport and establish effective working relationships with both internal and external stakeholders. You will be approachable and have excellent communication skills both face to face and in writing. Your style and approach will reflect our vision and values.

If you feel that you have the necessary skills and competencies, and the passion to make a difference to our children and young people, we would love to hear from you!



Essential requirements are:

- * Evidence of relevant professional qualification or experience.
- * Strong evidence of IT and Project Implementation Skills.
- * Excellent written skills, including the production of detailed high-level reports, complex briefs and all means of internal and external communications with scrupulous attention to detail.
- * Demonstrable experience of professional PA skills.
- * Up to date knowledge of communicating via all major social media platforms.
- * Excellent interpersonal and communication skills – an attentive listener and team builder.
- * Sympathetic and supportive of the Christian nature, vision, values and aims of the Trust and the Board of Education.

How to apply:

If you would like an informal discussion about this role, please email dgat@glosdioc.org.uk using the heading 'Executive Assistant – Informal Discussion Request' and include your contact numbers in the body of the message. Rachel Howie, our Chief Executive Officer, will contact you.

To complete an application for this role please click **here**.



THE VISION OF THE DIOCESE OF GLOUCESTER ACADEMIES TRUST

Our vision is to be:

- * Authentically Christian.
- * Boldly passionate about excellence in learning.
- * Relentlessly driven in our aspiration for everyone.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our core principles

These underpin all we do and all the decisions we take.

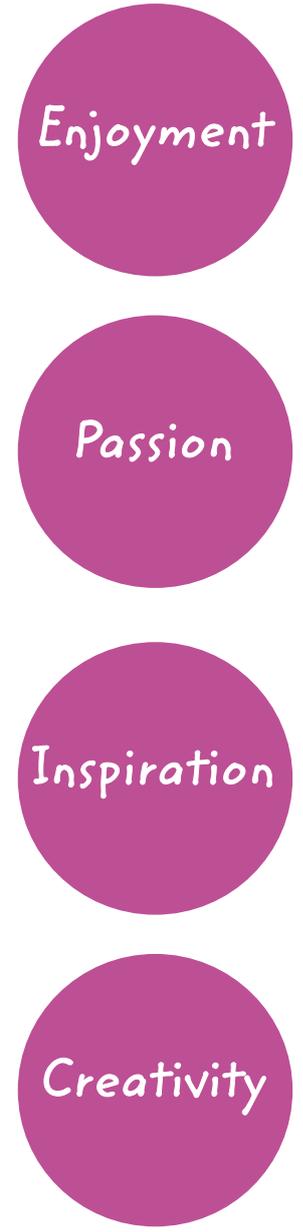
- * We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish.
- * Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity.
- * We act with integrity; we are open to challenge and we are reflective about our practice.
- * We treat everyone with dignity and respect.
- * Through collaboration, in a nurturing community, we grow, learn and achieve.

A picture of who we are

As a Trust set up by the Diocese of Gloucester Board of Education, all we do is steeped in both the National Church of England Vision for Education: Deeply Christian – Serving the Common Good and the diocesan LIFE vision.

Deeply Christian - Serving the Common Good is permeated by four core elements WISDOM, HOPE, COMMUNITY, DIGNITY. Our work is rooted in these elements and in all our schools these will be evidenced through our decision making, our relationships, our communications and our learning.

Together the Trust Board, central staff and our school communities are united in enabling children and staff to grow, flourish and succeed in an environment of educational excellence.



Enjoyment

Passion

Inspiration

Creativity



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: **Executive Assistant** to the CEO/DDE

Salary Range: £25,300-£28,300 negotiable according to experience

Hours: 15 hours per week in the first instance: Permanent

Responsible to: Chief Executive Officer/Director of Education

Line Management: CEO/DDE

Contract type: Part Time Permanent

15 hours a week in the first instance

Based at: 3 College Green, Gloucester GL1 2LR with the opportunity for some homeworking.

OVERALL PURPOSE OF THIS POST

The overall purpose of this post is to provide high level support and personal administration to the CEO of the Trust, who is also the Director of Education for the Diocese of Gloucester, to ensure she can undertake the roles effectively and efficiently. The Executive Assistant will support the CEO/DDE in ensuring the strategic and annual plans of the Trust are delivered and that communication with stakeholders and external agencies is highly organised and effective.

The postholder will show leadership, initiative, sound judgement, confidence and discretion in dealing with the planning and hosting of diary engagements and events, including unforeseen events.

The postholder will:

1. Provide excellent administrative support to the CEO/DDE including personal administration in relation to diary appointments and travel arrangements.
2. Deliver Personal Administration to the CEO/DDE.
3. Manage key stakeholder relationships ensuring the CEO/DDE is represented professionally in all external engagements.
4. Provide high level support and advice to the CEO/DDE by undertaking research, investigation, analysis and project work as required and advised by the CEO/DDE.



1. Provide Administrative Support to the CEO/DDE

- * Maintain and utilise the meetings calendar to effectively plan and coordinate attendance across the relevant meetings and events, both internal and external.
- * Service meetings where required, leading on agenda preparation, providing action notes and ensuring actions are completed.
- * Support the CEO/DDE with the review of any policies that sit within her remit ensuring they are produced in a timely way
- * Liaise with other administrative staff across the central team to ensure that diaries are synchronised
- * Ensure the efficient and effective management of regular meetings between the CEO/DDE and Executive Leadership Team and also with her direct reports. This includes the effective follow-up of actions from meetings that need to be actioned by the CEO/DDE.
- * Ensure that statutory returns, invoices and letters requiring CEO signature are processed in a time-efficient manner; acting within delegated powers where necessary.
- * Collate and send the weekly Herald communication.
- * Managing expectation and the priorities of other colleagues in line with CEO/DDE availability/diary priorities.

2. Deliver Personal Administration to the CEO/DDE

- * Create an environment of efficiency for the CEO/DDE by provide a high level of day-to-day support to the CEO/DDE, ensuring that time be managed efficiently and effectively through intelligent diary management and planning and through effective gate-keeping.
- * Ensure the CEO/DDE is well prepared for meetings.
- * Act as the first point of contact with the CEO/DDE
- * Take responsibility for identifying incoming postal and e-mail which requires attention and forwarding to the CEO/DDE for response as necessary. Maintain the CEO/DDE's email inbox.
- * Draft responses to letters and emails and support the development of reports for internal and external meetings.
- * Ensure that the CEO/DDE is suitably briefed for all external and internal engagements.
- * Take responsibility for overseeing and arranging CEO/DDE travel and accommodation arrangements giving due regard to the complexity of travel time and schedules for meetings and events.
- * Ensure the efficient and effective management of the flow of information to and from the Exec office by directing strategic communications to internal and external stakeholders.
- * Meeting and greeting the CEO/DDE's visitors providing appropriate hospitality.

3. Provide high level support and advice to the CEO/DDE by undertaking research, investigation, analysis and project work as required and advised by the CEO/DDE.

- * Working with the Trust central team and/or external organisations and groups, including the RSC's Office, ESFA and the Local Authority and others to create, commission and co-ordinate research and briefings to support decision-making and major initiatives.

- * Maintain awareness of policy likely to impact on the Trust, providing summary reports to inform and update the CEO/Executive Team as and when appropriate.
- * Lead on specific projects and activities assigned by the CEO ensuring thorough and effective planning and monitoring is in place to ensure timely delivery.
- * Work with other key staff to provide draft responses to external correspondence.

4. Manage Key Stakeholder Relationships

- * Be the first point of contact and key liaison point between the CEO/DDE, the wider Trust and the external world.
- * Be responsible for the delivery of a highly professional level of engagement with external stakeholders, proactively building relationships which strengthen the flow of information to and from the CEO/DDE.

Miscellaneous:

- * Taking due care of yourself and others in respect of Health and Safety.
- * Applying the Trust Equal Opportunities Policy in your own area of responsibility and in your general conduct.
- * Engaging with the Trust's commitment to environmental sustainability in order to reduce its waste, energy consumption and carbon footprint.
- * Engaging with the Trust's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.
- * Engage with the appraisal process in relation to the setting of objectives to assist in the monitoring of your performance.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

Knowledge and Skills

- * Demonstrates strong evidence of IT and Project Implementation skills
- * Possesses knowledge of the Education sector/wider public sector
- * Evidenced track record of high-level of communication and interpretation skills including intelligence gathering and political judgement
- * Excellent report writing capabilities, including complex briefs and detailed high-level reports for internal and external communications

Qualifications and Experience

- * Evidence of relevant professional qualification or experience
- * Experience of Personal or Executive Assistant work
- * Experience of communicating and handling confidential and commercially sensitive information

Personal Qualities

- * Possesses the skills to deliver high-level, confidential and paperless secretarial support
- * Able to undertake independent, original research incorporating detailed analysis of complex quantitative and qualitative data
- * Able to work with a high level of autonomy and a minimum of direct supervision and will require strong organisational skills and the ability to determine priorities in the face of changing and competing demands and tight deadlines
- * Able to effectively manage their workload, and wellbeing, in order to maintain the highest standards of professional performance, as befits the responsibilities and context of working closely with the Executive team
- * Able to maintain the highest levels of professional presentation, conduct and credibility, in order to represent the Trust, and to ensure effective strategic relationships with the Trust's stakeholders
- * Demonstrates excellent interpersonal skills, including the ability to carry personal authority, effectively influence colleagues, utilise diplomacy, and build dynamic and progressive relationships internally across the Trust and with external stakeholders
- * Establishes and maintains effective working relationships with members of the Trust Board, national and local agencies and academic and professional service staff within the Trust
- * Sensitivity to and understanding of working in an organisation that has a Christian foundation

Expected Outcomes

- * Accurate and timely information, advice and recommendations are made
- * Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD
- * Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person
- * Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and DGAT staff

DGAT fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorised persons.

Thank you for your interest in this important role.



For any queries please email dgat@glosdioc.org.uk using the heading 'Executive Assistant – Informal Discussion Request' and include your contact numbers in the body of the message. Rachel Howie, our Chief Executive Officer, will contact you.

Closing date for applications: 9am on 9 February 2022

Interviews: 14, 16 or 17 February

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

WE ARE WORKING FOR EQUALITY IN EMPLOYMENT



The Diocese of Gloucester Academies Trust,
3 College Green · Gloucester · GL1 2LR
Tel: 01452 835597
www.dgat.org.uk

Registered Office: 3 College Green, Gloucester, GL1 2LR.
Registered in England, Company Number 08149299.