



Inspire is the Employer and Educator of choice.

Through a first class education you will discover who you are, learn to flourish and live life in all its fullness.

Senior Executive Officer/PA to CEO

Recruitment Pack – January 2021



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Welcome to our Multi-Academy Trust

Dear Applicant,

Thank you for your interest in this exciting and challenging position at Inspire Education Trust (IET).

Within this pack you will find lots of information about the Trust, the role, our family of schools, and our vision and values.

This is a fantastic opportunity for an ambitious individual to help us take this Trust on the next stage of its journey as it develops and grows.

Inspire Education Trust is a not-for-profit charitable organisation, which was formed in 2015. As a very successful Trust made up of faith and non-faith based schools we have a core ethos based around our children, with them always being at the heart of everything we do.

IET currently have six schools within our family; five primaries and one secondary school. The motto for our Trust is "Together we grow, individually we achieve". We aim to ensure that our academies will provide an environment which is welcoming, caring and purposeful, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently. We firmly believe that "Expectations Shape Outcomes" and we expect the very best for all members of our school's communities.

If you believe you can make a positive contribution to the development of IET and its schools, then we would be delighted to hear from you.

Yours sincerely,



Lois Whitehouse
CEO Inspire Education Trust



Trust Vision and Values

Inspire Education Trust is a Multi Academy Trust of Schools that grew from a shared belief that children deserve a first-class education so that each individual pupil understands what they are capable of, what talents they have, and strives for excellence in themselves in order to succeed in the next stage of their education and the world of work.

We understand that every member of staff is here for the best interest of those pupils. We want to ensure that everyone is valued and that the unique identity of each school is protected, celebrated and recognised for the contribution it makes to ensuring children have the best education and experiences.

Our name “Inspire Education Trust” symbolically reflects the beating heart of our Multi-Academy Trust. Our Trust is a community of schools that have shared values and share an essential common ethos and vision for education and learning, as encapsulated in our values.

These values drive our behaviours, decision making and ambitions:

- To be inclusive
- Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further
- We value strong clear moral purposed leadership
- We are committed to making all children feel happy, safe and secure.
- We believe that all our children are of equal value regardless of their differences and celebrate diversity of our school community.
- We celebrate our national culture and traditions and encourage the children from other cultures to teach us about theirs.

‘In all schools across the Trust we show respect towards those of other faiths and beliefs. The Christian faith is also central to the life and work of our Church of England Schools’

In our school communities, we aim to create an atmosphere of trust and understanding in which the sanctity of the individual is cherished and where the children and adults show consideration, courtesy and respect for each other at all times.



The Role

Post Title: Senior Executive Officer/PA to CEO
Responsible to: CEO
Salary: £42,195 – £46,566 (L1 – L5)

Role:

An exciting opportunity has arisen for an experienced and enthusiastic Senior Executive Officer/PA to the CEO of the IET Trust who will join the Trust's central services team. The successful candidate will work closely alongside the CEO, often being the CEO's representative and the face of the Trust, you will therefore need to demonstrate excellent communications skills and sensitivity of others as required.

In this role, you will be working as an integral part of the Trust's in-house executive administrative support function. Providing a dedicated professional PA support to the CEO as well as supporting the Director of Finance and Operations with the finance and operations functions. You will also take the lead on allocated projects and events as directed by the CEO and/or the Director of Finance and Operations. The role will support key specialist functions including HR, Media/PR, Governance Support, and Communications.

Key to your success in this role will be your excellent organisation and communication skills, an ability to influence but with a pleasant and personable manner, and your ability to manage and deliver effectively on a range of varied concurrent and challenging objectives within a fast-paced environment.

You will have excellent listening, communication, IT and writing skills and be familiar with project management systems.

A degree or equivalent qualification in Business/Administration discipline or with a minimum of 5 years successful experience within a similar environment with evidence of significant recent CPD of your professional skills is an essential requirement for this role, as is evidence of success in the independent delivery of project-type work. Experience of working in the education sector as a PA/Executive Assistant or in a School Business Manager role is desirable.

Working pattern:

This is a full time post with a 37 hour working week. However, as a member of IET Leadership Team you will be able to work flexibly with a commitment to completing the duties effectively to ensure the Trusts needs are met.

Annual Leave:

31 days including Bank Holidays. It is expected that the postholder will normally take their annual leave entitlement during the school holiday periods.



Strategic priorities of the Trust that enable us to achieve our Vision

1. People

Within a Thriving organisation with Thriving individuals being engaged, healthy, developed, and appropriately rewarded

2. IT infrastructure

Improved and aligned, fit for the future

3. Outstanding School improvement

Providing a dynamic and responsive curriculum with rigorous Trust wide school improvement programmes. Ensuring our academies work together to share best practice to continually improve pedagogy and with pupils who demonstrate improvements in their health and wellbeing.

4. Robust finance management

Insightful transparent financial reporting, driving value for money through rigorous procurement and monitoring of our goods and services

5. Networks and partnerships

Increasing our status via exciting and engaging Networks and partnerships, moving us forward to be welcomed by our presence with improved stakeholder engagement connected to our IT strategy

6. Robust governance

At Trust and school levels effectively carrying out the core functions of governance to drive the Trust forward whilst insuring the views of stakeholders are listened and responded to.

7. Trust Growth

By adding more schools.



Main Responsibilities

Organisation:

- To provide a highly professional frontline service for the CEO.
- To personally provide a full, confidential, efficient and high standard of administrative support including diary management, organisation of meetings, minute-taking, writing and issuing correspondence, and undertaking research for the CEO.
- To ensure the CEO is briefed for all meetings with relevant correspondence, documents, presentations and data in a timely manner.
- To provide diary management for the Director of Finance and Operations assisting with administration on their behalf when required

Administration:

- To develop and maintain an effective virtual central filing system for all documents including agenda, minutes and papers.
- To carry out secretarial duties for the CEO and other members of the Executive Team to include, preparing confidential reports, word processing correspondence and reports, preparing presentations, screen mail and calls, deal with telephone enquiries, take messages, manage the diary, arrange internal and external meetings welcoming visitors and taking minutes.
- To co-ordinate all necessary arrangements for meetings and events that are chaired or led by the CEO.
- To receive and appropriately deal with all incoming electronic communications and as necessary use your own judgement to redirect appropriately.

Resources:

- Identify the need for, select and manage resources at Trust level
- Be responsible for ensuring that the necessary and appropriate deployment of resources are in place, pertaining to the work of the CEO, including but not limited to portable and fixed IT equipment, software, telephones and subscriptions.
- Research, write and provide briefing papers and reports as required for a variety of audiences, some of which may directly influence whole IET growth and development.

Communication:

- Collate correspondence (e-mail, telephone and written) from internal and external sources.
- Handle enquiries and complaints that come in to the CEO.
- Facilitate communication between the Trust staff and the wider IET

community i.e. IET Termly Newsletters etc.

- As a senior member of the Business Leadership Team, you will be actively involved with ensuring the operational effectiveness of the Trust.

Specific IET Responsibilities:

- To assist in the delivery of the pre and post conversion plans for schools joining IET.
- To create, develop and quality assure a set of administration standards across IET.
- To co-ordinate all high profile communication and media liaison for IET.
- To assist in the creation and develop a successful PR strategy for IET.
- To act as Website & Social Media Co-Ordinator for IET, ensuring all websites hold current and up-to-date information
- In conjunction with HR, to be responsible for the operational arrangements for all IET senior recruitment i.e. Headteachers (placing advert, interviews, offer letter etc.).
- To be responsible for the organisation and delivery of any IET events
- To be responsible for the compliance and overview of IET policies, keeping a schedule of policies ready for review by the Board of Directors and Local Governing Bodies liaising with the Clerk.
- To provide liaison with the governor support service ensuring all papers are received in a timely manner to support all Director and LGB meetings
- To attend all Leadership Team meetings as directed by the CEO.

General:

- Attend IET and school meetings where appropriate.
- Comply with and assist with the development of policies and procedures across IET.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the vision and values of IET.
- Develop constructive relationships and communicate with other agencies/professionals.
- Take responsibility for your own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and appraisal as required.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties as required by the CEO within the scope of this post.
- To act as a sounding board and critical friend to the CEO, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism.

Location:

Although the role will be based at IET's offices in Hearsall Academy, Kingston Road, Coventry, the postholder will be required to work at other schools within the Trust. A valid driving licence and access to a vehicle is necessary to fulfil this role.

Safeguarding:

The Inspire Education Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Review:

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations.



Who and What are we looking for

KEY LEADERSHIP SKILLS AND OR KNOWLEDGE	EXPERIENCES REQUIRED/DESIREABLE
<p>Qualifications & Training</p>	<p>Essential</p> <ul style="list-style-type: none"> • A degree or equivalent qualification/experience in a business/Administration discipline. • Evidence of significant recent CPD and updating professional skills. <p>Desirable</p> <ul style="list-style-type: none"> • Project Management qualification.
<p>Knowledge</p>	<p>Essential</p> <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation relevant to Multi-Academy Trusts (MATs). • Ability to interpret guidance and statute and to assist with the development of policy/practice in the light of these. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of Academy and Governing body procedures. • Knowledge of HR and experience providing HR support, assisting with policy reviews and recruitment.
<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience to personally deliver strategic support to a senior leadership team. • Highly experienced in Microsoft 360 IT packages i.e. Word, Excel, and PowerPoint, Teams, Zoom etc. • Experience in Line Management.

	<ul style="list-style-type: none"> • Co-coordinating meetings and organising events. • Researching, writing and providing briefing papers and reports. • Developing and maintaining effective virtual filing system. • Developing and assuring administration standards <p>Desirable</p> <ul style="list-style-type: none"> • Experience with governance and compliance. • Experience of working in academies and school as a PA/Executive Assistant or School Business Manager. • Experience as a PA/Executive Assistant to a Headteacher in a secondary school. • Evidence of independent or project-type work. • Experience clerking. • Experience creating a successful PR strategy • Experience Handling high profile communication and media liaison.
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Ability to work on own initiative, prioritise work, handle pressure and make day to day decisions. • Ability to persuade, motivate, negotiate and influence. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to lead, plan manage and implement change. • Strong organisation and time management skills. • The ability to set priorities. • Strong communication skills • An ability to multi-task and work within multi-disciplines • An ability to work confidentially across a network of leaders at all levels • A pleasant and positive attitude and outlook
Working Arrangements / Physical Requirements	<ul style="list-style-type: none"> • Ability to work at times convenient to the Trust requirements including occasional governing body meetings, including evenings. • Ability to travel to the meetings.
Moral Purpose	<ul style="list-style-type: none"> • Actively living and demonstrating IET Values in all you do, both inside and outside of work • Championing the vulnerable. • Commitment to equality of opportunity
An effective team player to the support and development of the	<ul style="list-style-type: none"> • Dynamic and supportive. • Committed and passionate. • Innovative and high performing.

vision and ethos of the Inspire Education Trust.	<ul style="list-style-type: none"> • Emotionally intelligent. • Proactive contribution • Advocate of the Inspire Education Trust
Dynamic and creative leadership	<ul style="list-style-type: none"> • Leading through others. • Commitment to the principle of working collaboratively with other schools within the Inspire Education Trust.
A significant contributor to strategic thinking and development.	<ul style="list-style-type: none"> • Inspire and drive. • Oversee the development of strategy and policy. • Lead consultation and implementation.
Personal Characteristics required for Leadership roles at IET.	<ul style="list-style-type: none"> • Belief in IET's vision and values in everything you do. • A capacity for hard work. • Eternal optimism and resilience in the face of challenges. • Ability to inspire those with who you work • Ability to remain calm under pressure and in stressful situations. • Initiative. • Discretion and confidentiality • Ability to relate well to children and adults.



Interview and Application Process

Thank you for taking the time to read through this pack. We hope that it has given you enough of a flavour of IET and the post.

To apply please complete an application form and in addition please add a cover letter outlining your reasons for applying and evidence of your suitability for the post and send to jdurkin@ietrust.org Please note the Inspire Education Trust does not accept CV's.

The Closing Date for applications is: 9am Monday 25th January 2021.

The successful shortlisted candidates will be contacted by phone and interviews will be held virtually on **Thursday 11th February**. For an informal discussion please contact Jane Durkin via email as above to arrange a call.

Inspire Education Trust is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see IET's Safeguarding and Recruitment Policies for further details.