

# Holy Cross Catholic Multi Academy Company (MAC)



*Achieving together in faith*

## Personal Assistant to the Chief Executive Officer (CEO) Holy Cross Catholic MAC

### Application Pack

August 2024



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Holy Cross Catholic  
Multi Academy Company  
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Dear Candidate

Thank you for your interest in the position of **Personal Assistant to the Chief Executive Officer (CEO)** of Holy Cross Catholic Multi Academy Company (MAC) and full details of the position are included in this pack.

Holy Cross Catholic MAC was formed in September 2019 when five catholic primary and two catholic secondary schools in Coventry joined together. Holy Cross Catholic MAC has over 4,300 pupils and employs over 500 staff across our seven schools – all of which are very popular and highly successful. Our family of schools is committed to working together to provide the highest quality of catholic education to the communities we serve.

This is an important role within our Central Team and the successful candidate will work closely with the CEO and Chair of the CMAC Board, school headteachers, Central Team and Chairs of Local Governing Bodies within each school. This role is an exciting opportunity to make a positive contribution to the work of the CMAC in their drive to deliver a truly outstanding catholic education for children and young people within Holy Cross Catholic MAC.

This is an exciting time to join Holy Cross CMAC as we enter the next phase of our development following seven very successful Ofsted inspections. The successful applicant can look forward to being part of a genuinely friendly and supportive working environment. Everyone here works together towards shared goals with wellbeing and achievement at the very heart of everything we do. In addition there will be plenty of opportunities for training and development and if you wish to build your skills and progress with us, we will help you to achieve your goals.

For further details about the role or to discuss the vacancy informally please contact Marina Kelly (CEO) by email: [marina.kelly@hcmac.co.uk](mailto:marina.kelly@hcmac.co.uk).

We look forward to receiving your application.

Yours faithfully

Marina Kelly  
Chief Executive Officer

# Holy Cross Catholic Multi Academy Company

## MAC Central Team

Holy Cross MAC has a dedicated Central Team including:

|   |                            |
|---|----------------------------|
| Chief Executive Officer (CEO)   | <b>Marina Kelly</b>        |
| Chief Finance and Operating Officer (CFOO):                             | <b>Martyn Alcott</b>       |
| MAC Business Manager (BM):  | <b>Debbie Hetherington</b> |
| Project Manager:  | <b>Jocelyn Parry</b>       |
| Information Technology, Communication<br>and Compliance Manager (ITCC): | <b>Chris Connoll</b>       |

### Finance Team

|                   |                            |
|-------------------|----------------------------|
| Finance Manager:  | <b>Carrie Page</b>         |
| Finance Officers: | <b>Shannon Hewitt</b>      |
|                   | <b>Paula Shore-Marston</b> |

### HR Team

|             |                     |
|-------------|---------------------|
| HR Manager: | <b>Cara Hooper</b>  |
| HR Officer  | <b>Grace Bowyer</b> |

The Company central team work together to provide essential services to all our schools and serve our young people and school staff. This allows our senior leaders across the MAC to focus on providing the best education to their pupils and ensure that all our young people have an outstanding catholic education.

Our central team provides comprehensive support to our schools in areas of school improvement, estates, policy and governance, capital investment spending, HR and finance. The team also provide regular reporting to individual schools, Local Governing Bodies and the MAC Board.

# Benefits of Working for Holy Cross CMAC

## **Leadership and Shared Services Support:**

Employees can be reassured that Holy Cross is led by educationalists and an experienced team of professionals. The Central MAC team supports strategic leaders to provide a wide range of high-quality services to schools which increasingly enables staff to focus on teaching and outcomes for children and families.

## **Terms and Conditions:**

We believe that our staff should benefit from excellent terms and conditions in return for their commitment to Holy Cross. As such, we are aligned to Catholic Education Service policies which have been approved by trade unions and professional organisations. Specific information can be provided on request.

## **Continuous Service:**

Candidates moving from within the public sector without a break in service can be reassured that their continuous service will be honoured by us.

## **Remuneration & Pension:**

Holy Cross values its employees and our Remuneration Policy reflects this. When setting our policy, which is reviewed annually, we take advice from the Catholic Education Service, Trade Unions and professional organisations. Our current policy may be found on our website [www.hcmac.co.uk](http://www.hcmac.co.uk). We want to support our staff in planning for the future and for teachers joining Holy Cross this means they will be enrolled in the Teacher's Pension Scheme. We have also adopted the Local Government Pension Scheme for our Support Staff, considered to be one of the most competitive pension schemes in the country.

## **Staff Wellbeing Charter:**

It is important that our staff feel valued and are recognised for the important work that they do. To support this aim, we offer all staff:

- Salary sacrifice schemes for gym memberships and home electronics
- Cycle to Work scheme
- Free seasonal flu vaccination
- 24/7 confidential counselling and support services for all employees and their family members
- Eyecare voucher scheme



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## **ADVERT**

### **Personal Assistant (PA) to the Chief Executive Officer (CEO)**

Required for immediate start (or as soon as possible)

**Grade: GR6 (22-29) £31,364 - £37,336 (pay award pending)**

**Hours: Full time – Full time or term time plus two weeks of the school holidays, 37 hours per week (negotiable for the right candidate)**

Holy Cross Catholic Multi Academy Company is located in Coventry and consists of two Secondary Schools, five Primary Schools and a small Central Office team. We are looking to recruit an enthusiastic and experienced Personal Assistant to the CEO following internal career progression of the current post holder. The successful candidate will join an established and supportive Company Central Team.

The successful applicant must be flexible, show initiative and discretion with an excellent understanding of handling sensitive and confidential information. Applicants must be computer literate and proficient with the use of Word, Excel, PowerPoint and Publisher as well as experience of school Management Information Systems.

The successful applicant will:

- Provide a high level, professional PA and administrative support to the Chief Executive Officer to enable her to operate effectively in her role.
- Provide a high-level secretariat function to meetings as directed.
- Contribute towards the efficient functioning of the Company Central Office.
- Contribute to the efficient functioning of the Company board and its committees.

We require a highly organised, flexible, enthusiastic and supportive professional.

The appointed person's personal qualities will include the ability to build strong relationships at all levels and with all stakeholders, being personable but professional at all times with an excellent work ethic.

Applications are invited from candidates with strong attention to detail and the dedication and enthusiasm to be part of a thoroughly committed team.

**If this sounds like you, we would love to hear from you and to have you join our excellent team.**

We can offer you:

- Excellent job satisfaction
- Friendly and supportive colleagues
- The opportunity to work with amazing young people in highly successful schools
- Excellent opportunities for professional development

In promoting equal opportunities we welcome applications from all sections of the community and from all faiths or no faith background.

The Holy Cross Catholic MAC Head Office is based on St Augustine's school site, in Radford, Coventry. This is a fantastic opportunity for the right person to support the Board and the Executive Team and our school communities and make a significant contribution to the future success of the Company.

We are located within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.

For further information or an informal discussion about the post please contact Marina Kelly by email: [marina.kelly@hcmac.co.uk](mailto:marina.kelly@hcmac.co.uk)

Application forms and details regarding the post are available from Holy Cross Catholic MAC recruitment website: <https://mynewterm.com/Company/Holy-Cross-Catholic-Multi-Academy-Company/147345>

Completed application forms should be submitted online via My New Term.

|                                       |                                    |
|---------------------------------------|------------------------------------|
| <b>Closing date for applications:</b> | <b>9am Friday 6 September 2024</b> |
| <b>Shortlisting will take place:</b>  | <b>Friday 6 September 2024</b>     |
| <b>Interview dates:</b>               | <b>w/c 9 September 2024</b>        |

*We are committed to safeguarding and promoting the welfare and safety of young people and expect all staff to share this commitment. Offer of a position is subject to receiving satisfactory references and enhanced DBS clearance.*



## Job Description

|                   |  |
|-------------------|--|
| <b>Job Title:</b> | <b>Personal Assistant to the CEO</b>   |
| Grade:            | Grade 6  |
| Hours:            | Full time  |
| Contract:         | Permanent  |
| Responsible To:   | Chief Executive Officer (CEO)  |
| Responsible For:  | -  |
| Liaison With:     | Directors, external stakeholders, SLT, Central Team, Office Team, teaching and support staff |

### Introduction:

This appointment is with Holy Cross Catholic Multi Academy Company under the terms of the Catholic Education Service contract. The post-holder will, by personal example, ensure that the Catholic ethos and mission of the MAC, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the headteacher and the post-holder. It will be reviewed annually.

### Job Purpose:

The core purpose of the role is to provide a high-level, professional PA and administrative support to the CEO to enable them to operate effectively in their role.

### Key Responsibilities:

#### Personal Assistant to CEO

- Proactively manage the Chief Executive Officer's (CEOs) extremely busy diary, accommodating regular complex changes in their schedule and pick up diary conflicts so that key deadlines are met and responsibilities fulfilled as efficiently as possible.
- Ensure relevant documents are prepared for CEO Meetings.



- Provide administrative support to the Chief Executive Officer and central office staff.
- Travel with the CEO to meetings as necessary.
- Work with all members of the Central Office Team to proactively arrange regular meetings, mapping out complex calendars a term / year in advance.
- Prepare the annual calendar of MAC Board meetings and track the progress of actions arising from meetings and follow up on outstanding actions in advance of meetings.
- Provide administrative support to MAC Board meetings as and when required.
- Work in conjunction with the Governance Services team regarding MAC Board and Committee arrangements.
- Produce a weekly itinerary to enable briefing papers to be prepared for the Chief Executive Officer.
- Prepare agendas, attend and record minutes for meetings as directed by the CEO and liaise with those preparing papers to make sure they are available on time.
- Arrange and service CEO/Headteacher meetings.
- Respond to communications on behalf of the CEO, signposting queries and issues to initiate appropriate action in order to ensure a timely response.
- Research and collate statistics, create presentations and collect information to ensure the CEO is fully prepared for meetings.
- Assist the CEO in the compilation and production of reports and records as required.
- Be responsible for the collation of information supplied by schools.
- Assist in the compilation of the CEO's report supplying statistical information.
- Support with producing the CEO's themed and termly newsletters.
- Organise meetings, Away Days and conferences either within a MAC school or at external venues.
- Complete the necessary paperwork when a Director resigns or leaves the MAC, ensuring any security devices, such as; keys, access fobs and ID badge are returned.

### **Office Administration**

- Oversee the booking of meeting rooms and ensure adequate supplies at all times.
- Prepare rooms for meetings and welcome visitors.
- Where appropriate book meeting rooms and set up with refreshments.
- Arrange catering for meetings and events where appropriate.
- Screen phone calls, direct calls and take messages as appropriate.
- Undertake general office duties e.g. typing, filing, faxing and photocopying and scanning.

- Monitor MAC mailboxes, ensuring emails are acknowledged and forwarded in a timely manner.
- Work with all members of the Central Office Team to plan and organise events.
- Answer ad-hoc queries both internally and externally.
- Work with all members of the Central Office Team to maintain and develop effective administrative systems to ensure a high level of confidentiality and efficiency.
- Work with all members of the Central Office Team to develop and improve systems, policies and initiatives in line with the MAC Improvement Plan.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Have an awareness of the educational landscape and its implications for planning meetings and the impact on the work of the CEO and MAC Directors.
- Work with members of the Central Office Team to proactively arrange regular meetings with direct reports.
- Organise any travel arrangements to ensure value for money and best use of time.
- Arrange and service management meetings
- Produce and maintain a calendar of MAC and school review meetings.
- Support with the administration and maintenance of the Governor Hub system.

### **Manage Information**

- Maintain up to date records of the names, addresses and category of MAC Board members and their term of office, and inform the MAC Board and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees and working parties of the MAC Board.
- Maintain records of MAC Board correspondence.
- Ensure copies of statutory policies and other documents approved by the MAC Board are retained and published as agreed, for example, on the website.

### **People and relationships**

- Develop and maintain effective professional working relationships with the Central Office Team, MAC Board members, Headteachers and school-based office staff and external partners.

## **Personal Development**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management meetings.

## **Additional Services**

The PA to the CEO may be asked to undertake the following additional duties:

- Minute any statutory appeal committees/panels the MAC Board is required to convene.
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the MAC Board, as necessary.
- Conduct skills audits and advise on training requirements.
- Perform such other tasks as may be determined by the MAC Board from time to time.

## **Safeguarding**

*Holy Cross Catholic Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and Company are inherent in that role.

The jobholder is expected to observe their obligations in accordance with the MAC's Safeguarding policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the MAC's Safeguarding policy can be obtained from our website.

*This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.*

***Job Description Reviewed By: Marina Kelly, CEO***

## Person Specification

| Knowledge  | Essential | Desirable |
|--|-----------|-----------|
| • Educated to NVQ Level 3 or equivalent qualification  | ✓         |           |
| • Be numerate and accurate   | ✓         |           |
| • Excellent communication skills, both verbal and written  | ✓         |           |
| • English and Maths to GCSE/standard grade or beyond   | ✓         |           |
| • Understanding of working in education sector   |           | ✓         |
| • Working knowledge of School Information Management system (SIMs).  |           | ✓         |
| Skills and Abilities:  |           |           |
| • Successful experience in a PA role in a busy office environment  | ✓         |           |
| • Experience of working successfully and co-operating as a member of a team  | ✓         |           |
| • Experience in the use of Excel, Word, PowerPoint, email and database programs, including website maintenance   | ✓         |           |
| • Ability to take accurate notes of meetings when required with efficient turn around  | ✓         |           |
| • Knowledge of general school policy and procedures  |           | ✓         |
| • Ability to exercise political awareness.   | ✓         |           |
| • Ability to develop productive relationships: able to work with people and groups across a variety of levels in the organisation.   | ✓         |           |
| • Ability to produce clear and well-structured written work, including reports and letters/notes   | ✓         |           |
| • A very good level of written English   | ✓         |           |
| • Ability to promote the MAC's aims positively   | ✓         |           |
| • Ability to establish and develop appropriate relationships with all colleagues in the MAC and those partners in the local community with whom the MAC works and may work in the future | ✓         |           |
| • Ability to communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. CEO, MAC Central Team, Headteachers, Directors etc.                     | ✓         |           |
| • Ability to promote a positive working environment  | ✓         |           |
| • Ability to prioritise workloads; have excellent time management and organisational skills  | ✓         |           |
| • Ability to work under pressure and meet deadlines  | ✓         |           |
| • Ability to produce accurate work with attention to detail  | ✓         |           |
| • Ability to use own initiative and work independently   | ✓         |           |
| • Ability to learn and develop within the role   | ✓         |           |
| Qualifications and Training:   |           |           |
| • Willingness to attend appropriate training and development   | ✓         |           |

|  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>Willing to undertake further accredited training e.g. National Governance Association Clerk's Training.</li> </ul>  |   | ✓ |
| <b>Professional Values:</b>  |   |   |
| <ul style="list-style-type: none"> <li>Able to establish and maintain good professional relationships with CEO, Central Team, Directors, Governors, Headteachers, schools' staff, stakeholders and colleagues</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Able to adopt a flexible approach to working</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Willingly cooperates with others and highlights potential problems in a positive and supportive way</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Ability to work collaboratively with colleagues both within the MAC and with other organisations and carry out the role effectively knowing when to seek help and advice</li> </ul> | ✓ |   |
| <b>Personal Attributes</b>   |   |   |
| <ul style="list-style-type: none"> <li>Willing to promote the MAC's aims positively</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Able to communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. CEO, LT, Headteachers, Directors etc.</li> </ul>                        | ✓ |   |
| <b>Experience</b>  |   |   |
| <ul style="list-style-type: none"> <li>Experience of producing high quality notes</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Experience of team working</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Experience of providing personal/administrative support</li> </ul>  | ✓ |   |
| <b>Special Requirements</b>  |   |   |
| <ul style="list-style-type: none"> <li>Ability to travel to meetings</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Have or be willing to undergo an Enhanced DBS disclosure check</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Willing to undergo a pre-employment health check</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Willing to undertake training commensurate with the post</li> </ul>   | ✓ |   |



Holy Cross Catholic  
Multi Academy Company

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C/o St. Augustine's Catholic Primary School  
Heathcote Street  
Radford  
Coventry, CV6 3BL

Please refer to our website for further details about our schools:  
<https://www.hcmac.co.uk>