



The **GALLERY TRUST**



A community of special schools

**Executive Assistant**

**Candidate Information Pack**

**June 2021**

# The GALLERY TRUST

A community of special schools

Thank you for your interest in the post of Executive Assistant to the Chief Executive Officer at The Gallery Trust.

The Gallery Trust is an expanding and successful Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire.

The Trust is recognised as a key stakeholder in the delivery of education to SEND pupils in the county. This is a very exciting time to join the Trust, as we continue to expand our provision. We currently have six schools in our Trust, a satellite provision, and two new schools in pre-opening.

As a Trust, our vision is to encourage the individual identities of our academies while providing strong support from the Trust's Executive Team and central support services, and facilitating collaboration between the academies in the Trust. Employees at the Trust belong to a community of skilled and experienced professionals, and benefit from a wide range of networks and development opportunities across the Trust.

If you share our values, are motivated by working with colleagues who are completely dedicated to improving outcomes for students with Special Educational Needs and Disabilities, and are enthusiastic about contributing to an effective team with very high standards, then we would be delighted to receive your application.

Thank you again for your interest and we look forward to hearing from you.



*Kay Willett*  
*Chief Executive Officer*

**Executive Assistant to CEO  
The Gallery Trust**

**Grade 11**

**37 hours per week, 41 weeks per year (term time plus three weeks)  
Actual Annual Salary £31,903 - £34,807 (FTE £34,728 - £37,890)**

The Board of Trustees is seeking to appoint an Executive Assistant to the Chief Executive Officer of The Gallery Trust, a successful and expanding Multi Academy Trust.

This is a varied and diverse role which will be at the centre of a dynamic and highly effective team. You will have the opportunity to use your professional Executive and Personal Assistant skills to support the CEO and the Trust Senior Leadership Team. You will have excellent IT and communication skills, meticulous attention to detail, and a flexible approach. You must be experienced in handling a wide range of tasks, be able to work independently and have extensive skills in organisation and logistics. You will demonstrate the ability to deal with multiple tasks and priorities, sometimes under pressure, with accuracy, and without compromise.

Key to your success in this role will be your ability to work with a range of stakeholders in a collaborative and effective manner, as you will liaise closely with the Board of Trustees, senior leaders throughout the Trust, and colleagues in a number of different agencies and organisations.

Experience of working in the education sector as an Executive or Personal Assistant or as a senior administrator is desirable but not essential.

The Trust is dedicated to improving outcomes for students with special needs in Oxfordshire, and all staff in our Trust are committed to this aim. If you would like to join us at an important point in our development, and if you are keen to grasp the opportunity to work in a thriving Multi Academy Trust where you can contribute to enhancing the lives of young people with special needs and disabilities, we would be pleased to hear from you.

We can offer you:

- the opportunity to join a friendly and supportive team in a successful and expanding organisation
- the chance to work with our amazing students and their families
- a comprehensive induction programme
- a commitment to high quality professional development, identified through a strong appraisal process
- excellent terms and conditions, including membership of the Local Government Pension Scheme

This role is 41 weeks per year (term time plus 3 weeks to be worked during school holidays), 37 hours a week. You will be based at Northern House Academy, Oxford, in the first instance but must willing to travel for meetings and events throughout Oxfordshire.

If you would like an informal discussion regarding this post, please contact Megan Barnes, Trust HR Manager, on 07944 901169 or email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk)

### **Application process**

To apply for this post please download an application form from our website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk) or email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) to request a candidate information pack.

Please submit your application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or by post.

The closing date for the receipt of completed applications is 5pm on **Sunday 13<sup>th</sup> June 2021**.

Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. The majority of students attending a SEND provision in the county are educated in a Trust establishment.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, opening date to be confirmed
- A Free Special School in South or West Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove, a satellite provision of Orion Academy

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

## **JOB DESCRIPTION**

### **Executive Assistant to CEO The Gallery Trust**

<b>Reporting to:</b>	Chief Executive Officer
<b>Grade:</b>	G11
<b>Job purpose:</b>	To provide high level, professional EA/PA and administrative support to the Chief Executive Officer as well as organisational and administrative support for the Trust Executive team.

#### **Introduction**

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at Work policy and the Dignity at Work policy.

#### **Responsibilities:**

- Provide a professional EA and PA service for the CEO
- Provide a confidential, efficient and high standard of administrative and secretarial support including diary management, organisation of meetings and itineraries, minute-taking, writing and managing correspondence
- Respond to telephone contact and email correspondence on behalf of the CEO: signposting, escalating or re-directing queries and issues to initiate appropriate action in order to ensure a timely response
- Attend meetings with the CEO when necessary, involving travel throughout Oxfordshire
- Ensure the CEO is briefed for all meetings and events with relevant resources, documents, presentations, data and equipment
- Prepare and track actions and follow up on outstanding actions in advance of meetings
- Plan and organise events, meetings and conferences
- Provide hospitality for meetings and events
- Proactively arrange meetings with stakeholders
- Be responsible for ensuring that necessary resources are in place to support the CEO
- Monitor Trust mailboxes, ensuring emails are acknowledged and forwarded in a timely manner
- Work with the Trust Executive team to maintain and develop effective administrative systems with a high level of confidentiality and efficiency: develop and improve systems, policies and processes
- Support key functions of the Executive Team in specialist areas as required: e.g. finance, HR, Health and Safety, marketing, public relations, communications, websites
- Work collaboratively and flexibly with internal and external stakeholders in

accordance with the ethos, aims and values of The Gallery Trust to deliver a high level of business support

- Deputise for colleagues
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge
- Undertake projects and initiatives
- Support the work of senior leaders throughout the Trust, and the Board of Trustees
- Have an awareness of the educational landscape and its implications
- Provide detailed analysis, research and evaluation of data and produce detailed reports/lists/information/data as required by colleagues and external agencies
- Be responsible for the completion and submission of complex forms and reports
- Work in accordance with Government regulations and procedures of the Trust as appropriate to its status as a charity and limited company

### **Other**

The range of responsibilities listed above is not exhaustive and is subject to change at the direction and discretion of the CEO. This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. The highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and Enhanced Disclosure and Barring Check.

The Executive Assistant will initially be based at The Gallery Trust Offices located at Northern House Academy. However, the Trust reserves the right to deploy and relocate staff to different locations in Oxfordshire depending on the needs of the overall Trust. The Executive Assistant will be required to travel throughout Oxfordshire.

## SELECTION CRITERIA

### Executive Assistant to Chief Executive Officer

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications & Training	GCSEs to include English and Maths A* to C – or equivalent gained through professional experience	Degree or equivalent
Professional Knowledge, Skills & Experience	<p>Experience of working as an Executive or Personal Assistant</p> <p>Experience of working within a team and on own initiative</p> <p>Experience of working in a fast-paced environment and in a supportive capacity</p> <p>Experience of project management</p> <p>Experience of diary management, supporting meetings, producing agendas and minutes</p> <p>High level administrative and organisational skills</p> <p>Highly competent in use of all Microsoft Office programmes</p> <p>Experience and knowledge of systems and processes for internal and external control, and of observing policies and procedures</p>	Experience of working in an educational environment at a senior level
Skills & Qualities	<p>Exemplary standards of personal integrity and behaviour, honesty, professionalism, discretion and confidentiality</p> <p>Ability to work under pressure with competing priorities and meeting deadlines</p> <p>Excellent interpersonal skills: able to work and communicate effectively and confidently with varied groups of stakeholders</p> <p>Excellent decision-making abilities</p> <p>Ability to interpret and present complex information in a logical manner</p>	



	<p>Methodical, systematic and careful approach to tasks, well organised</p> <p>A commitment to education and improving outcomes for young people: commitment to student welfare and Safeguarding</p> <p>Able to adapt and implement change, willingness to learn and develop new skills: willing to take on a wide range of tasks</p> <p>Makes clear decisions based on information and knowledge, taking into account risks and impact on others: solution focussed</p> <p>Good team player: able to use initiative when appropriate</p> <p>Willing to work out of hours when required</p> <p>Valid driving licence</p>	
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