

## JOB DESCRIPTION

<b>POST TITLE:</b>	Executive & Operations Assistant to the Chief Executive Officer
<b>POST RESPONSIBLE TO:</b>	Chief Executive Officer
<b>SALARY:</b>	Grade 10 SP 21-33
<b>:</b>	<b>41</b> weeks per year - 37.5 hours per week (must be willing to work flexibly across both locations within the Trust)
<b>CLOSING DATE:</b>	6 Oct 2023
<b>START DATE:</b>	As soon as possible

### JOB PURPOSE

To provide highly professional and wide-ranging operational support to the Chief Executive Officer to ensure the smooth and effective management of the day to day running of the WMG Academy Trust and strategic priorities.

### DUTIES AND RESPONSIBILITIES

#### Leadership and Management

- Take initiative as appropriate especially in the Chief Executive's absence.
- Act as a key member of the Central Trust team in an agile, flexible, professional manner, executing tasks whilst managing key stakeholder relationships.

#### Executive Support

- Handle sensitive, confidential and complex issues in a professional and objective manner at all times.
- Work flexibly to meet agreed deadlines and outcomes.
- Act as the first point of contact: dealing with correspondence and phone calls, organising emails and responding on the Chief Executive's behalf, where appropriate.
- Management of the Chief Executive's workload, including reminders of impending deadlines, key outcomes and actions and proactive time management to ensure work is completed.
- Lead the Administration of the Trust Team by maintaining office systems, data management and filing and ensuring the office spaces are tidy and organised, conducive to efficient working practices.
- Proactively manage the Chief Executive's diary to maximise efficiency and ensure demands of the Chief Executive's time are triaged and prioritised appropriately and organise travel and accommodation as required.
- Organise meetings and appointments on the Chief Executive's behalf and attend and participate as required with a range of internal and external stakeholders. This may involve producing agendas, minutes, tracking tasks, arranging catering or travel and meeting and greeting visitors at all levels of seniority.
- To provide a courteous, professional, confidential and knowledgeable point of contact for people both within and outside the Academies who wish to communicate with the Chief Executive.

- Miscellaneous tasks to support the Chief Executive, which will vary day to day; e.g. undertaking research and analysis for Trust projects, governance reporting, special projects which may be aligned to broader activities such as HR, Marketing, IT, Admissions, other.

### **Human Resources**

- Work with the Chief Executive and Chief Operating Officer to support Human Resources across the Trust by providing administrative and tactical support where required in support to the HR Manager and/or school offices
- Maintain key HR data as required.

### **Governance**

- Work with the Clerk to the Governors and Trust Board to ensure governance meetings are held required and that meetings are serviced adequately.
- Work with the Chief Executive and the wider senior and operational leadership teams to ensure papers are produced for meetings in a timely fashion and to a high quality.
- Support the Chief Executive to ensure actions from governance meetings are cleared in a timely fashion.
- Build relationships with and act as a first point of contact for governors, trustees, committee members and other key Partners.

### **Strategic Relationships and Trust Development**

- Develop strong working relationships both personally and on behalf of the Chief Executive with internal and external stakeholders; including, trustees, governors, members, representatives from employer partners, the DfE, ESFA and Baker Dearing Trust.
- Manage relationships with partner organisations in response to strategic development and policy influence.
- Researching, compiling and preparing reports, presentations and correspondence for and on behalf of the Chief Executive and Trustees.
- To support research and business planning activity undertaken by the Chief Executive and to take responsibility for aspects of the Trust's strategic development agenda.

### **Project Management**

- Determine and define project scope, objectives and deliverables.
- Take overall responsibility for key projects across the Trust and monitor projects on behalf of the Chief Executive.
- Manage all aspects of projects as required to support delivery of strategic outcomes.
- Act as an intermediary between high level strategy and operational delivery.

### **General Duties**

- To uphold the vision and values of the Trust in every aspect of the role;
- To lead by example and model the highest professional standards to staff, students, parents and partners in all aspects of the role;
- Working with other colleagues, play an active role in delivering WMG Academy Trust priorities, culture and vision;
- To contribute to the development plan for the WMG Academy Trust;
- To meet regularly with the Chief Executive Officer and be accountable for your own performance;

- To attend meetings as required;
- To ensure effective use of resources to the benefit of all staff and students;
- To comply with health and safety rules and legislation, ensuring the safety of students and staff at all times;
- To comply with all policies and procedures of the WMG Academy Trust.

**Any other duties commensurate with the level of this post and as directed Chief Executive Officer.**

**PERSON SPECIFICATION FOR PERSONAL ASSISTANT TO CHIEF EXECUTIVE**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E)
<b>QUALIFICATIONS</b>	
GCSE (or equivalent) grade C or above in English and Mathematics	E
Evidence of continuing professional development	E
Educated to A Level/Level 3	D
Higher education or relevant professional qualifications in HR, business or project management	D
<b>EXPERIENCE</b>	
Experience of working as an Executive Assistant at senior level	E
Experience in researching data/information, production of reports and presenting the findings using a range of computer software	D
Demonstrable experience in producing high quality professional communications, especially accurate editing and proof reading	D
Communicating and working effectively and confidently with senior colleagues whilst maintaining confidentiality	D
Management of staff and workloads	D
<b>KNOWLEDGE AND SKILLS</b>	
Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts, both internal and external to the Trust	E
Ability to organise and plan own work	E
Excellent attention to detail, with the ability to maintain a high level of accuracy	E
A flexible, pro-active approach to work including the ability to prioritise and re-prioritise	E
Ability to work on own initiative	E
Ability to deal with sensitive information with discretion and to maintain confidentiality	E
Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint	E
The ability to present information in an accurate and appropriate format	E
<b>PERSONAL ATTRIBUTES</b>	
Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high-profile contacts	E
Willingness to work flexibly occasionally having to work early or late to meet the demand of the role	E
Ability to work under pressure and meet deadlines	E
Flexibility and adaptability	E
Enthusiasm, optimism and energy	E
Ability to prioritise a busy and varied workload to meet strict deadlines with minimal supervision	E

All offers are subject to clearance of references and enhanced DBS checks

## FURTHER PARTICULARS

*“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important.”*

*The late Professor Lord Bhattacharyya, Chairman, WMG*

### **The WMG Academy for Young Engineers**

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the MAKE UK, Coventry and Warwickshire Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

WMG Academy Coventry was rated 'Good' by Ofsted in 2017 and WMG Academy Solihull was rated 'Good' by Ofsted in 2019.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and free option subjects, such as art, computer science and business studies. In addition, all Key Stage 4 students can follow additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can opt to study 3 A Level subjects, Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level or a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, Business, ICT and Science and students can mix qualifications to suit their individual needs.

### **Our vision**

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

### **WMG Academy for Young Engineers Coventry**

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry has a highly successful sixth form, which is consistently at the top of the post-16 performance tables for the city.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm timetable (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

### **WMG Academy for Young Engineers Solihull**

Opened in September 2016, the Solihull Academy boasts over £2M of specialist equipment and ICT and currently has over 400 students on roll. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complemented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull, and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

### **The Role**

The WMG Academy is looking for an outstanding Executive Assistant to join the Trust team and provide outstanding executive support to the CEO.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.

**For an informal conversation or for more information** please contact Catherine Gordon, Chief Operating Officer via [c.gordon@wmgacademy.org.uk](mailto:c.gordon@wmgacademy.org.uk) or call 0121 289 3556.