

Job Description

Job Title:	Executive Support Head Office Coordinator
Responsible to:	Executive Assistant
Hours	40 hours a week (30 minutes for lunch)
Salary:	Range 6 Points 26 – 28

OVERVIEW

An exciting opportunity has arisen for a personable and professional Team Executive with solid support skills to work within the Trust office of a successful Multi-Academy Trust. Role split 60/40

The role will comprise:

1. Providing Executive support to the Chief Executive Officer and Executive Assistant
2. Communications and Marketing. To support the Executive Assistant in developing brand identity

RESPONSIBILITIES

Team Executive

As Executive Support, you will work alongside a busy and hardworking team on the corporate side of the business. You will be working with a team who work across different sectors, including operations, projects and EFM.

Responsibilities for this side of the role will include:

- Diary management including the scheduling, organising and arranging of meetings and other business commitments. Ensuring they are suitably briefed for appointments and meetings. Acting as Gatekeeper
- Develop and maintain an effective and efficient office management system
- Produce reports, letters and presentations on various software packages from dictation, notes or draft correspondence where appropriate
- Sort, screen and priorities incoming mail and calls and ensure it is dealt with promptly and effectively
- Liaise extensively with internal and external business contacts
- Develop an effective archive/filing system
- Liaising in a professional manner with a colleagues and ensuring flexibility around diary commitments.
- Responsible for meeting arrangements, including preparation of papers, drafting minutes and agendas.
- Drafting correspondence.
- Host visitors to Future Academies, ensuring guests are escorted appropriately on their way in and out.
- Providing refreshments and catering.
- Screen and prioritise calls and handle enquiries with total discretion, ensuring that urgent matters are dealt with immediately.
- Liaise in a professional manner with colleagues.
- Responsible for ordering stationary and office supplies.

- Provide periodic diary management and administration support to Sponsors.
- Such other duties as from time to time may be required and are consistent with supporting the Chief Executive Officer, Executive Assistant and Sponsor.

Communications – Working at the direction of the Executive Assistant:

This is a pivotal role as Future Academies seeks to raise awareness of its work – academic research, world-leading teaching, innovation and community engagement – among its key audiences through a range of communications activity. You will promote our visual identity, brand, style and tone of voice across the organisation, as well as writing, editing and sometimes commissioning content to professional standards.

- Work to deliver the objectives set out in the Trust’s communications strategy; raising the profile of Future Academies and the various strands to the MAT, securing coverage of our community engagement and education initiatives in local London media, and beyond.
- Writing, proofreading and editing press releases, comment pieces, blogs, event releases, speeches, scripts and other content and repurposing content for a variety of channels and audiences.
- Draft high quality communication ensuring appropriate content, tone, brevity and consistency. Such materials include newsletters, parent communications, prospectuses, flyers, adverts, e-shots etc.
- Where drafting has been done by the school, proof-read all communications prior to circulation.
- Provide editorial direction, design and production for all school publications.
- Design some material in-house such as parent and staff newsletters.
- Proactively manage communications to ensure messages are not circulated without being proof-read.
- Ensure all Trust staff receive regular bulletins – both for their school and for the wider Trust.
- Ensure all marketing and communications material have a consistent look and feel that provides a clear and consistent message.

Media relations:

- Manage the Trust’s social media output, including Twitter, Facebook and Instagram.
- Ensure all materials produced are in line with the Trust’s identity and quality assurance requirements.
- Day-to-day management of the websites, planning and gathering material, selecting images, working with those who have content to be published. Editing, adding/updating content and ensuring a consistent approach across the Trust.
- Liaising with the Data Protection Officer to ensure compliance.
- Ensuring links and forms are working across all websites.
- Identify news stories from within the schools and promote across a full range of media (internal and external)
- Proactively working with staff across the schools to identify newsworthy activity.
- Monitor all media coverage and report to the Executive Assistant as appropriate.
- Respond to media enquiries including crisis communications.
- Manage media relations and develop strong relationships with key education editors/correspondents locally and nationally.
- Undertake any duties as required by the CEO and Executive Assistant.

As the team is so busy they will need someone comfortable dealing with a very high volume of work and the demands and pressures of deadlines and liaising with senior executives.

This is a very team-focused company, with a tight-knit administration department who all support each other.

Person specification:

We're looking for someone who:

- works well under pressure and can forward plan to meet tight deadlines
- is a team player with proven project management skills
- has strong attention to detail and excellent grammar and proofreading skills
- is proactive and able to use their initiative
- can manage a heavy and sometimes reactive workload

Essential:

The successful candidate will be able to demonstrate the following knowledge, skills and experience:

- Qualified to degree level or with 2 years equivalent experience
- Content creation skills - information gathering, copy writing, editing and proofreading skills
- Understanding of the print production process from concept to delivery
- Excellent eye for design and attention to detail
- Good IT skills - MS Office suite
- Good planning and organisational skills - able to work to tight deadlines and prioritise competing and changing demands
- Strong team player but able to work with minimal supervision
- Skilled at managing internal and external relationships at a variety of levels and across functions
- Ability to multi-task and remain calm and focused under pressure

Future Academies offer:

- An opportunity to be part of a dynamic and developing organisation
- Excellent benefit package to include travel loan, childcare vouchers, cycle to work scheme
- Local Government Pension Scheme
- Rewards and Benefits Scheme that includes Loyalty and Service Awards.

Due to the nature of the role, it is essential to maintain a discreet and professional relationship with staff acting accordingly with sensitive material and information.

This is a newly created role and inevitably duties will develop and change. The successful candidate would therefore expect periodic variations to the job description.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

November 2018