



# SECKFORD FOUNDATION FREE SCHOOLS TRUST

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Trust Leadership Group Assistant</b>
<b>Post Holder:</b>	[ADD POST HOLDER NAME]
The description of the duties, responsibilities and accountabilities for the post of <b>School Trust Leadership Group Assistant</b> within the Trust have been set out in this job description.	
<b>Job purpose</b>	The purpose of this role is to provide secretarial support to the Trust Leadership Group, ensuring that diaries are managed, paperwork is produced and provided in a timely manner for leadership meetings and minutes and notes are taken at various leadership meetings.
<b>Accountable to:</b>	This role will report to the PA to the Director of the Seckford Foundation on a day to day basis with a matrix management arrangement with the Headteachers of the Free Schools.
<b>Scale / Salary:</b>	c£21k-£22k pro rata
<b>Key responsibilities</b>	
<b>Main Duties</b> <b><i>Support the Free Schools Headteachers by undertaking a comprehensive, efficient and responsive administrative, secretarial, organisation and logistical service.</i></b>	
<ul style="list-style-type: none"><li>• Provide an all-round efficient and responsive administrative/secretarial support to include, but not limited to, typing correspondence, email and diary management;</li><li>• Ensure that the Free Schools Headteachers are up to date with their commitments and sufficiently briefed;</li><li>• Undertake specific project management tasks for various on-going and newly created initiatives in a confidential and sensitive manner;</li><li>• Produce and distribute various meeting paperwork;</li><li>• Attend meetings to take minutes where required;</li><li>• Note and distribute meeting action points ensuring Headteachers are aware of their individual actions, where appropriate follow up on meeting actions;</li><li>• Production of reports, briefing notes and information summaries as and when required;</li><li>• Working with the Personal Assistants of other key leaders in the Seckford Foundation;</li><li>• Undertake other administrative tasks as necessary;</li><li>• Be prepared to work, at times/ hours outside of the normal working/school day.</li></ul>	
<b>GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF</b>	
<b>The Trust</b> The ethos of the Trust is founded on the "6C's to Success" (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). All staff are expected to promote and utilise this model in everything that they do. It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust vision and aims. All staff should act with professional integrity at all times, following the Trust 'Code of Conduct for Staff'.	

### **Learning and Teaching**

This is our core business and therefore is an absolute priority of any work undertaken by anyone in the school in any capacity.

### **Use of ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Seckford Foundation Free Schools Trust. All teaching staff will be expected to ensure that all students leave the school with transferable ICT skills, knowledgeable in developing technologies and equipped for the next stage of their education or work life. ICT must be used creatively to inspire and motivate students where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure they follow Trust policies with regard to professional conduct when using ICT systems.

### **Data Protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

### **Health and Safety**

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

### **Safeguarding**

The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Seckford Foundation Free Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Senior Designated Person (SDP).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and SF HR. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.

SIGNED (Staff)

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DATE

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SIGNED (Trust)

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DATE

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