

Post:	Executive Assistant and Clerk to the Trustees
Line Manager:	Warden/CEO and the Bursar/CFOO
Hours of Work:	37.5 hours per week
Weeks of Work:	52 weeks pa
Salary:	Depending on Experience
Start Date:	As soon as statutory checks are complete
Location	Dean Close Foundation, Cheltenham and the South West

The Role:

Dean Close Foundation is looking to appoint an Executive Assistant (EA) to support the Foundation's two most senior roles, the Warden/CEO and the CFOO. This role will also undertake the role of Clerk to our Trustees.

The Executive Assistant will provide high-level executive and project management support to the Warden and CFOO, plus other members of the Executive team. This will include responsibility for a wide range of activity, including key administrative tasks

Key Responsibilities:

1. Executive Assistant Duties:

- a) Support the Warden/CEO and the CFOO by managing key administrative tasks and processes, using discretion and sound judgement to ensure correct prioritisation, suitable drafting of responses and production of supplementary information as required.
- b) Support the Warden/CEO and the CFOO with diary management, travel arrangements, meeting and greeting visitors and taking notes or minutes as required.
- c) Attend key meetings, track action, helping drive completion of key deliverables, and following up on outstanding items.
- d) Support the Warden/Exec and Trustees in managing the cycle of meetings, including agenda setting, drafting of reports, obtaining relevant information and promptly producing minutes.
- e) Provide background, insight, advice and relevant briefing materials in advance of meetings/engagements.

2. Project Management:

- a) Track and monitor the progress of projects initiated by the Executive Team.
- b) Coordinate with various departments to ensure project milestones are met.
- c) Prepare and present regular status reports to the Executive Team.
- d) Assist in the development and implementation of project plans.
- e) Support the development and implementation of the Foundation's Strategy.

3. Clerk to the Board of Trustees:

- a) Using the software Board Effect.
- b) Advise the Trustees on governance legislation and procedural matters where necessary before, during and after meetings.
- c) Inform the trustees of any changes to their responsibilities as a result of a change in school status or changes in the relevant legislation.
- d) Advise on the annual calendar of meetings and tasks.
- e) Ensure new Trustees have access to relevant areas of the school network and a school email address.
- f) Liaise with Trustees to convene meetings as required.
- g) With the Chair and CFOO and / or Warden as appropriate, prepare a focused agenda for the Trustees and committees.

- h) Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation of the articles of association.
- i) Draft minutes of the meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair of each meeting and Warden/CEO or CFOO as appropriate.
- j) Establish, in discussion with the Nominations Committee, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- k) Develop and maintain effective professional working relationships with the Chairman, the Board, The Exec Team and key senior members of staff.
- l) Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.
- m) Maintain up to date records of the names, addresses and category of Trustees and their term of office, and inform the body and any relevant authorities of any changes to its membership.
- n) Maintain copies of current terms of reference and membership of any committees and working parties and any nominated trustees e.g. SEND, safeguarding.
- o) Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- p) Schedule and coordinate Board meetings, ensuring all logistical arrangements are in place.
- q) Prepare and distribute meeting agendas, minutes, and other relevant documents.
- r) Maintain accurate records of Board activities and decisions.
- s) Act as a liaison between the Board of Trustees and the Executive Team.
- t) Organise Board papers and ensure timely distribution to Trustees.
- u) Track Trustee training and ensure all Trustees are up to date with required training.
- v) Monitor and follow up on committee action points to ensure timely completion.

4. Data Collation and Provision:

- a) Collate and provide timely key data from across the Foundation to support decision-making processes.
- b) Ensure data is accurate, up-to-date, and presented in a clear and concise manner.
- c) Work with various departments to gather relevant information and insights.
- d) Prepare reports and presentations based on the collected data.

5. Stakeholder Management:

- a) Act as a point of contact between the Executive Team and internal/external stakeholders.
- b) Facilitate effective communication and collaboration across departments.
- c) Handle confidential and sensitive information with discretion.

Qualifications:

- Bachelor's degree in business administration, Management, or a related field.
- Proven experience as an Executive Assistant or in a similar role.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and project management software.
- Ability to work independently and as part of a team.
- School clerking experience or secretarial experience within a company board setting
- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach



- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge
- Strong desire to optimise use of technology, AI, automation and digitalisation.

Terms and Conditions

25 days (not in term time) and the usual 8 days Bank Holidays. Three/Four days holidays must be retained for the period between Christmas and New Year. (Pro rata for p/t)

Free three course lunch, during term time

Company sick pay entitlement

Free onsite parking

Company pension scheme

Use of the gym and swimming pool, at specified times

Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/dean-close-services-ltd/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.