

Job Title	PA to the Executive Team & Trust Clerk
Job Type	Permanent
Job Hours	20h/pw TTO
Pay Grade/scale	OUTL 6
Location	Cross site/Hybrid
Responsible to	Governance & Compliance Lead

Job Purpose

The PA to the Executive Team and Trust Clerk will provide high-level executive, administrative and governance support to the Trust, ensuring the effective operation of the Executive Team, the Trust Board and its committees.

The PA will be responsible for delivering a professional, confidential, and efficient support service to the Executive Team, enabling them to focus on strategic development within the Trust. As the Trust Clerk to the Board and sub-committees, you will ensure compliance with statutory, regulatory, and constitutional governance requirements.

The role supports effective decision-making, robust governance, accurate record-keeping, and clear communication across the Trust, enabling leaders to focus on strategic priorities and the delivery of the Trust's objectives.

Duties and Responsibilities

Key Responsibilities

Trust Clerk to the Board and Committees

- Serve as Clerk to the Trust Board and its committees, playing a key role in strong, effective governance.
- Provide clear guidance on governance procedures, statutory requirements, best practice and self-evaluation.
- Plan annual governance cycles and ensure meetings are scheduled, papers issued, and records maintained.
- Ensure the Executive Team adhere to reporting deadlines to the Trust Board.
- Attend meetings and produce accurate, professional minutes that capture decisions and actions clearly.
- Identify priorities, anticipate issues which may arise and draw these matters to the chair's attention, proposing recommendations where appropriate
- Maintain statutory registers, declarations of interest, attendance records, and governance documentation/correspondence.
- Maintain membership records including contact details of board members, terms of office and inform any relevant authorities of changes to membership details.
- Advise governors/trustees and appointing bodies in advance of the expiry of a term of office and the impact of this on the board's capacity, diversity and skills mix
- Support member, trustee and governor appointments, inductions, and ongoing development.
- Support and monitor Trustee training/CPD, complete an annual Board skills audit.
- Produce annual meetings schedule for all Trust Board and Committee meetings.
- Ensure meetings are quorate

- Follow-up any agreed action points with those responsible and inform the chair of progress

Governance and Compliance

- Support compliance and governance with the Company Law, Charities Law, Academies Trust Handbook, Articles of Association, and Scheme of Delegation.
- Ensure governance documentation is organised, accessible, and audit-ready.
- Contribute ideas to improve systems, processes, and ways of working across executive support and governance.
- Build strong relationships across the Trust, enabling professional, transparent communication.
- Advise on legal duties and governing practice including but not limited to, constitutional requirements, board procedures, statutory guidance and policies, annual tasks and decisions.
- Support the Executive Team with the growth of the Trust in relation to governance and compliance, including supporting with due diligence processes when new academies join the Trust.

Personal Assistant to the Executive Team

- Work with the CEO, CFO, COO and the wider Executive Team, anticipating needs and enabling them to focus on strategic leadership.
- Respond and be proactive in communications such as emails, letters and telephone enquiries on behalf of the CEO/Executive Team, prioritising where necessary.
- To plan and co-ordinate Trust Executive Team meetings ensuring that all agendas and papers are prepared and actions are recorded.
- To attend meetings as requested by the CEO/Executive Team and to ensure the ELT are well prepared for meetings.
- To receive visitors on behalf of the Executive Team and to make appropriate arrangements for their hospitality. Book conference facilities, catering and plan for external guests' attendance for meetings and events where required.
- Administration support including arranging meetings, expenses claims, maintaining the contact lists, organising electronic filing, booking travel and hotel rooms and ensuring the smooth administrative operation of the department.
- To deal with correspondence, preparing letters and taking minutes/actions where required.
- To produce documents, briefing papers, reports and presentations as requested.
- To anticipate need and proactively bring together resources to support and address issues in the Trust.
- To manage and coordinate the Trust Calendar that underpins all strategic and operational activities across all Academies.
- Liaise with a wide range of internal stakeholders, including the ELT, SLT, Principals and their office colleagues, organising meetings, visits and gathering information.
- Event Support: Lead on planning and implementation of trust-wide and central team events.

General Duties

- To ensure strict confidentiality in all areas of work in line with Data Protection and Safeguarding policies and procedures.
- Be self-evaluating as well as participate in appraisal and undertake the necessary training/development required in order to keep up to date with necessary developments .

- Performing other such duties of similar nature as from time to time may be required. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the Trusts ongoing needs.
- Act as a member of the Trust's central team, contributing to strategic planning and decision-making.
- Champion the Trust's values and ensure they are embedded in governance and compliance practices.

Person Specification

Essential

- Experience as a Clerk supporting Trust Boards/Governing Bodies.
- Knowledge of governance frameworks or a willingness to learn.
- Experience of clerking meetings and producing high-quality minutes.
- Exceptional organisation, attention to detail, and ability to prioritise.
- Excellent written and verbal communication skills.
- High levels of discretion and professionalism.
- Strong IT skills and confidence using digital systems.

Desirable

- Experience within education, a Multi-Academy Trust, or the public sector.
- Clerking or governance qualification (or readiness to work towards one).

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS and relevant pre-employment checks.