

Pioneer Educational Trust

Job description:

Executive Assistant (Governance & Compliance Professional)

Overall Purpose:

The Executive Assistant (Governance & Compliance Professional) is the Chief Executive Officer's trusted right hand and a pivotal figure in how Pioneer runs. The postholder anticipates needs, manages up with confidence and keeps the CEO's priorities, deadlines and strategic agenda organised and moving. Where needed, they also provide administrative support to the wider executive team.

Alongside this, the postholder is Pioneer's governance and compliance lead: ensuring the Trust Board and Local Committees are expertly supported, and that the Trust's policies, practices and websites are fully compliant with DfE requirements and current at all times.

We are looking for a highly professional and dynamic individual of real integrity and grit, whose systems-led approach to organisation is matched by warm, trusted relationships at every level, from trustees to school leaders. The postholder will maintain a highly visible and professional profile within the Trust and the community and contribute to the overall ethos, work and aims of the Trust.

Key information:

Department:	Pioneer Shared Services
Working with:	Chief Executive Officer, Chair and Trustees, Pioneer Executive Team, Headteachers and Leadership teams, Local Committees and the outsourced clerking service
Line Managed by:	Chief Executive Officer
Working pattern:	Monday – Friday: 37.5h 45.2 weeks (term time plus 7.2 weeks)
Location:	Foxborough Primary School (Pioneer Educational Trust)
Salary:	SO2 (FTE range £40,547.00 - £44,799.00)
Notice period:	8 weeks

Key Responsibilities:

Executive Assistance:

- Act as Executive Assistant to the Chief Executive Officer, owning the CEO's diary, priorities and information flow. Anticipate needs, filter and prioritise, and manage up with confidence so that the CEO's time is always directed to what matters most.
- Provide administrative support to members of the executive team where needed, flexing to the Trust's priorities as directed by the CEO.
- Act as the trusted first point of contact for the CEO's internal and external stakeholders, including trustees, headteachers, the DfE and partners, representing the CEO with judgement, discretion and professionalism at all times.
- Manage internal communications on behalf of the CEO and trustees, ensuring messaging is consistent, well-timed and consonant with the mission, vision and values of the Trust.
- Produce high-quality reports, briefings, presentations and correspondence on the CEO's behalf, ensuring accuracy, clarity and a polished finish.

Strategic Support:

- Provide strategic support to the CEO through rigorous prioritisation, deadline management and forward planning, spotting risks, dependencies and clashes early and resolving them before they become problems.
- Plan, coordinate and track strategic projects and initiatives across the executive team and schools, keeping delivery on schedule and aligned to Trust priorities.
- Take full responsibility for the creation, implementation and ongoing management of the Trust's strategic calendar, ensuring Board, committee, executive, statutory and school-cycle activity is aligned, sequenced and visible to all who need it.

Governance Professional:

- Act as the Trust's governance professional in line with section 4.5.1 of the Academy Trust Governance Guide, receiving direction from, and accountable to, the Board, normally through the Chair.
- Provide independent governance advice, guidance and effective administrative support to the Board, drawing on the Academy Trust Governance Guide, Academy Trust Handbook, Academy Trust Governance Code, the Trust's Articles of Association and funding agreement, and charity and company law.
- Support the Board to meet high standards of governance, including fulfilling legal and regulatory requirements and decision-making, through well-planned meetings, focused agendas, accurate minutes and rigorous action tracking.
- Help the Board to understand its role and legal duties, including its core functions, scheme of delegation and terms of reference, and keep trustees and leaders informed of changes in governance guidance and legislation.
- Support the Chair to facilitate strategic debate and decision-making, working closely with the Chair and CEO to shape the annual governance cycle and ensure papers are timely, concise and decision-focused.
- Promote the flow of information throughout the governance structure, including between the Board, its committees, Local Committees and Members.
- Work in partnership with the outsourced clerking service that supports Local Committees, setting expectations, quality assuring its work and keeping it up to date with developments in governance, including terms of reference and the scheme of delegation, so that Local Committees are properly constituted and well supported.
- Maintain accurate, secure and current governance records and registers, including Members, trustees and Local Committee governors, business interests, terms of office, attendance, training and skills. Ensure the information held on Get Information About Schools (GIAS) and Companies House is accurate and that changes are notified promptly, with records retained in line with the Companies Act 2006.
- Ensure all required suitability checks for Members, trustees and Local Committee governors (including enhanced DBS, identity, section 128 and right to work checks, and statutory chair suitability checks) are completed and recorded.
- Lead the governance development cycle: run parent trustee elections, coordinate induction, conduct skills audits aligned to the Trust's strategic plan, identify the right training, and support succession planning and reviews of governance effectiveness.
- Coordinate the arrangements, paperwork and minuting for panel hearings (e.g. disciplinary and attendance management), ensuring fair, well-documented processes.
- Facilitate Trust governance conferences and training sessions, and ensure the Governance SharePoint portal is standardised and fully up to date.

Compliance Professional:

- Ensure the Trust's absolute compliance with DfE policies, statutory requirements and guidance, keeping abreast of changes and turning them into clear, timely action across the Trust and its schools.
- Own the Trust's policy framework, maintaining a register of statutory and non-statutory policies and renewal dates, supporting the drafting and review of policies as directed by the leadership team, and ensuring the Policy SharePoint page is standardised and current.
- Assure the compliance of the Trust and school websites, regularly auditing them so that all statutory policies and documents (such as the scheme of delegation and register of interests) are published, accurate and current.
- Coordinate the completion of all statutory returns, data submissions and censuses to the DfE and other regulatory bodies, preparing school staff through guidance, training and resources so that submissions are accurate and timely.

- Act as the trusted first point of contact for leaders seeking help and advice on governance and compliance queries, providing accurate responses and a professional, up-to-date and purposeful service.

General responsibilities:

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings and training, etc) as appropriate to the role.
- Maintain a certain level of flexibility regarding availability outside normal working hours is required.

Professional competence and behaviour:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation.
- Act within Pioneer's Code of Conduct at all times.

Ethical standards and integrity:

Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held by Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Pioneer and our family of schools or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.