

Role: Executive Assistant & Communications Lead

Reports to: Chief Executive Officer

Location: Redditch Area (with some travel across Shires MAT schools)

Contract: Full-time, 37 hours a week Term time only + 2 weeks but could also be full year, generally Mon- Thurs 8.30-4.30 Friday 8.30-4pm Friday but with some flexibility required to attend Trust Board/ Meetings with CEO.

Salary: Scale 5 - SO1 scale points 16-24 £30,518 - £35,412 (Full Year)

Overview

As Executive Assistant & Communications Lead, you will provide high-level strategic and operational support to the CEO and Trust Executive Team, enabling them to drive excellence across the Shires Multi Academy Trust.

In line with the Trust's commitment to **inclusive, proactive, and dynamic practice**, the postholder will ensure that communications are clear, positive, and aligned with the Trust's mission that *everyone can flourish*.

This role strengthens collaboration across our family of schools each with high levels of autonomy but united by shared systems, values, and ambitions. The postholder will support the CEO in day-to-day projects, organisation and processes, help the Trust communicate its achievements, support staff and pupil success, and highlight the positive impact of a growing, forward-thinking MAT.

Key Responsibilities**1. Executive Support**

- Provide proactive, confidential, and high-quality administrative support to the CEO and the wider Executive Team in line with the Trust's values of nurture, equity, service and wisdom.
- Manage calendars, correspondence, and meeting schedules to support smooth executive operations across all schools.
- Prepare accurate minutes, briefings, reports, and presentations that reflect the Trust's strategic priorities and promote clarity for leaders and stakeholders.
- Be responsible for the collation and have input into the risk register and Business Continuity Plan for the Trust.
- Website Management regarding overview and ensuring compliance and appropriate content with Trust website.
- Central management of the MIS system (ARBOR) including running reports, analysis and presentation of data, trust overview reporting to a range of stakeholders as directed by the executive team.
- Coordinate and manage the Trust calendar underpinning all strategic and operational activities across academies (Cycles of meetings, INSET, SLT group meetings, project coordination)

- Overview of the Trust contracts register, working with the COO to identify opportunity and explore options.
- Management of the Trust benefits offer including administration of the electric vehicle scheme.
- Travel with CEO to meetings/presentations as required (note taking and contributions)
- Compile board/committee papers in liaison with Governance professional.
- Conduct research as required by executive team.
- Act as a trusted conduit between the Central Team, school leaders, governors, and external partners—ensuring communications are timely, supportive, and aligned with Trust culture.
- Support Trust-wide projects that enhance systems, school improvement, staff wellbeing, and organisational effectiveness.

2. Communications Leadership

- Lead the development and delivery of a Trust-wide communications strategy that promotes the MAT's identity as an inclusive, collaborative family of schools where everyone can flourish.
- Ensure staff, families, and stakeholders receive clear, positive, and proactive communication—celebrating success and reinforcing shared values.
- Manage the Trust's website, social media presence, newsletters, email inboxes and stakeholder communications to reflect a consistent and high-quality brand.
- Support individual schools in retaining autonomy while maintaining alignment to core Trust communication principles, tone, and expectations.
- Produce engaging content that highlights pupil achievement, staff development, community partnerships, and the impact of Trust-wide initiatives.
- Lead on media handling, press releases, and crisis communications to protect and enhance the Trust's reputation.
- Ensure all communication complies with safeguarding, GDPR, and accessibility standards.

3. Stakeholder Engagement & Collaboration

- Build strong relationships across schools, local agencies, and community partners, representing the Trust professionally and warmly.
- Support Trust events, leadership briefings, public engagement activities, and cross-school collaboration.
- Promote the Trust's vision of working together while recognising individual school identity and appropriate autonomy.
- Facilitate communication that strengthens shared understanding, aligns systems, and enhances the sense of being part of one Trust family.

4. Culture and Organisational Development

- Model the Trust's values of nurture, equity, service and wisdom and maintain a collaborative and evaluative approach to professional growth.
- Contribute to a culture of support, positivity, and professional growth for all staff.
- Help communicate changes and improvements in a way that encourages engagement and reduces barriers.
- Support the development of systems and processes that improve the experience of staff and pupils across the MAT.

5. Commitment to Safeguarding Children

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Having awareness of the school safeguarding policy and procedures regarding child protection.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training
- Understand and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
- Ensure the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A-Level standard or equivalent • Evidence of continued professional development 	<ul style="list-style-type: none"> • Degree-level qualification • Qualification in communications, PR, marketing, or project management
Experience	<ul style="list-style-type: none"> • Significant experience as an EA, PA, or senior administrator • Experience supporting senior leaders and managing complex diaries • Experience producing high-quality written materials (reports, briefings, correspondence) • Experience managing internal and external communications • Experience handling confidential information with discretion 	<p>Experience working in a Multi Academy Trust or educational setting</p> <ul style="list-style-type: none"> • Experience with media relations, press handling, or crisis communications • Experience of project management • Experience supporting governance or board-level committees
Knowledge & Skills	<p>Excellent verbal and written communication skills</p> <ul style="list-style-type: none"> • Strong organisational and time-management skills • Ability to work under pressure, manage competing deadlines, and prioritise effectively • Highly proficient in Microsoft Office 365 and digital communication tools, Power BI tools. • Strong attention to detail and ability to produce accurate, polished documentation • Ability to build positive working relationships at all levels • Knowledge of GDPR and data protection principles 	<ul style="list-style-type: none"> • Understanding of statutory education requirements and MAT governance • Knowledge of website CMS, social media management, and brand consistency
Personal Qualities	<ul style="list-style-type: none"> • Professional, approachable, and able to represent the Trust with integrity • Discreet and trustworthy with sensitive information • Proactive, solutions-focused, and able to work independently 	<p>Interest in education, community engagement, and Trust improvement</p>

	<ul style="list-style-type: none"> • Flexible and adaptable in a fast-moving environment • Commitment to equality, diversity, and inclusion 	
Other	<ul style="list-style-type: none"> • Full UK Driving Licence Ability to travel across the Trust as required • Commitment to safeguarding and promoting the welfare of children and young people 	