

## Job Description

Post Details	Last Updated: October 2024
<b>Job title</b>	Data and Executive Coordinator
<b>Department</b>	Central Team
<b>Grade</b>	LPT6
<b>Place of work</b>	Learning Partners Academy Trust central team offices in Guildford
<b>Responsible to</b>	COO
<b>Responsible for</b>	N/A
<b>Internal communication</b>	COO, CEO, Central team, headteachers, school business managers, school administrators
<b>External communication</b>	Partner organisations, key suppliers

### A. Job Purpose Statement

The central operations leadership team of Learning Partners Academy Trust supports the trust's mission to be 'leading schools where children thrive'. The team is led by the Chief Operating Officer, consists of the heads of our operational departments (Finance, IT, HR, Estates and Governance), and provides schools with support in these areas, helping the schools to run as effectively and efficiently as possible, and enabling school leaders to provide an excellent education to the children in our schools.

The Data and Executive Coordinator will support the central operations team, helping the team leaders to work together effectively and efficiently in the context of the trust growing to include additional schools and the team's workload growing in volume and complexity.

The Data and Executive Coordinator will:

- Support the management of the trust calendar, arranging key operations meetings with schools
- Be a point of contact for schools and external stakeholders, ensuring that queries are addressed and needs are met
- Coordinate activities and deliverables that require input from multiple teams
- Coordinate requests for data and information from schools, monitoring the workload being placed on schools at any one time
- Support the Chief Operating Officer with diary management, communications and planning

The post-holder will deliver these responsibilities with regard to the ethos and values of the Trust, ensuring that our focus remains on securing excellent outcomes for the children in our schools.

## **B. Key Responsibility Areas:**

### **Support for Central Team Heads of Service**

- Supporting the COO and Head of Service in the delivery of their roles
- Support the development of the annual trust calendar, ensuring the necessary meetings are included and planned to fit around other relevant meetings and events
- Organise regular and ad-hoc meetings and events as per the trust calendar and operational requirements
- Providing admin support, take minutes and co-ordinate actions from the Heads of Service meetings and wider group meetings such as SBM Meetings and Termly Financial Reviews with schools
- Ensure that the agendas for key meetings are planned well in advance, and that sufficient time for planning is arranged between key team members
- Undertaking scheduled and ad-hoc data gathering exercises from Trust schools and other sources where directed, and presenting data in a user-friendly format
- Seek to enhance and improve administrative processes, wherever possible

### **Support for the Chief Operating Officer:**

- Devise, maintain and operate effective and efficient administrative systems to support all aspects of the COO's role ensuring that the COO has all the necessary information to prioritise their time and focus their attention appropriately
- Management of the COO's diary and appointments
- Dealing with the COO's postal, and telephone communications, responding on behalf of the COO where appropriate or redirecting as required
- Drafting correspondence for and on behalf of the COO as required
- Manage the scheduling of the COO's workload to ensure that priorities are achieved in accordance with agreed timescales, and they are prepared for all meetings

### **Data Management:**

- Maintain Sharepoint templates ensuring that each operational service is using the templates consistently. Monitor the content of the trust Sharepoint portal and prompt teams to develop and update as necessary.
- Liaise with IT team regarding access and permissions for Sharepoint systems.
- Lead on management of PowerBI data dashboards procured from a third-party supplier, liaising with the supplier on content and format of dashboards.
- Conduct regular reviews of dashboard data with Heads of Service
- Monitor integrity and usefulness of data and liaise with system owners / users to improve data entry
- Work with Heads of Service and COO to define and monitor KPIs.

### **Central Team Office support:**

- Along with other colleagues, answer and direct telephone and email communications into the Trust central offices

### **All trust employees will:**

- Undertake any other reasonable duties expected of them, commensurate with their grade, as directed by their line manager
- Follow the employee code of conduct and are thereby required to have due regard for safeguarding, health and safety in the workplace regulations, promote equal opportunity, exercise professionalism and to uphold the values of member schools and Learning Partners

## C. Expectations

*All Staff are expected to:*

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
  - Following local codes of safe working practices and the School's Health and Safety Policy.
- This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

## D. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job purpose.

As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

## F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		<b>Essential /Desirable</b>
<b>Education &amp; Qualifications</b>	• Educated to GCSE level (at least 5 GCSEs at grade C and above/Level 4 and above)	E
	• Relevant vocational and/or professional qualification(s) relating to business administration	E
<b>Knowledge/ experience</b>	• Experience of working in an administrative role	E
	• Experience of minuting meetings and undertaking follow up actions	E

	<ul style="list-style-type: none"> <li>• Able to work with a variety of managers and key stakeholders in an effective manner</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Highly confident in the use of Microsoft Office to include Word, Excel and PowerPoint</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Previous experience working as a PA for a senior leader</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Full driving licence to enable movement between sites</li> </ul>	D
<b>Skills/abilities</b>	<ul style="list-style-type: none"> <li>• Attention to detail and ability to check for accuracy</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to use initiative and think through problems to find solutions</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to work as part of a team with a strong focus on working together to achieve results</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to deliver assigned projects on time</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to respond flexibly and adapt to changing deadlines</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to work to tight deadlines whilst maintaining high standards</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Well organised and able to prioritise conflicting workload priorities</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to work largely independently on a self-managed basis</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to communicate effectively both verbally and in writing</li> </ul>	E
<b>Aptitudes/ Personal qualities</b>	<ul style="list-style-type: none"> <li>• Discretion and integrity</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Calm under pressure</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Systematic and methodical approach to work</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Flexible in approach to meet changing departmental needs</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Awareness and sensitivity to be able to work successfully within an education environment</li> </ul>	E