

Keystone Knowledge

Recruitment Pack

**Executive Team**

**Assistant**

September 2024



## Welcome to Keystone Knowledge

Thank you for your interest in this role. We're really excited about what we do, and the impact that we're having in the schools that we work with, right across the country.

Keystone is a small but rapidly growing business that exists to provide great support to schools and multi academy trusts. We have a strong vision for our direction of travel. By 2030 we will be the preferred supplier of services to schools. This is ambitious, exciting, and challenging. We are growing year on year and our team receive incredible testimonials from our clients. We are looking for our new colleague to come and join with us to support some amazing projects, and assist us in providing high quality support to the schools that we work with

Keystone was established in 2020 to build upon my belief that all children in our schools deserve the very best. And whilst not everyone in a school is a teacher, everyone in a school does contribute to making sure that each day is an enriching, engaging and inspiring experience. Somewhere, in one of our schools is a future prime minister, a rocket scientist, someone that will cure cancer, and everyone will leave a lasting impact on numerous people as yet untold. We owe it to them to give them the best education that we possibly can.

That's where you might come in. By being part of the team, you will play an integral part in the efficiency and effectiveness of Keystone. With your proactive assistance, we can support more multi-academy trusts with the business and leadership aspects of running schools, ensuring that resources are protected and being used efficiently to benefit the education of the pupils and students.

Keystone is a special place. Every application pack you'll review will probably say that, but it is especially true with us. We place huge emphasis on our values, knowledge, trust and passion. Our team demonstrate these values every day, and matching our values stand out characteristic we look for in a new colleague

Recruitment works both ways, and it is important we let you know what it will be like working with me and the rest of the team. We will let you flourish, with very high levels of professional autonomy. We will hold true to our values and practices, not sweat the small stuff and keep our eye on what we're trying to achieve, and we often use humour to lighten the pressure. I am incredibly ambitious for Keystone but listen carefully to others. I believe how we do things counts as much as what we do.

If you are interested in joining us on our journey and if you believe you have the skills and passion to succeed in this role, then we would love to hear from you. Details of how to apply are given at the end of this recruitment pack. I very much look forward to receiving your application.

**Stephen Mitchell – CEO**

[hello@keystoneknowledge.com](mailto:hello@keystoneknowledge.com)



## What we do

At Keystone Knowledge, we work with schools and trusts on an operational and strategic level. We are passionate about the importance of good education and supporting school leaders to improve on industry standards and bring school operations and teaching practice together to create truly great schools. We work in areas such as finance, internal scrutiny, HR and trust growth to assist senior leaders and school business management with solutions that ultimately facilitate better outcomes for students and pupils. Our client-facing team are school people with experience working in education sector roles, so they have direct knowledge and awareness of the issues that schools and trusts face on a daily basis.

### **We are a friendly bunch, and we also offer some nice perks.**

- ✓ A friendly, people focused environment with great values
- ✓ Contributory pension scheme
- ✓ Flexible working arrangements
- ✓ Working from home arrangements
- ✓ Generous holiday pay scheme, including 25 days paid leave, bank holidays and bonus Christmas to New year closedown
- ✓ Director's discretionary bonus
- ✓ Access to Discounts at 100's of retailers and service providers through PerkBox™
- ✓ Employee Assistance programme, supporting mental and physical health
- ✓ Your birthday or other celebration day as paid leave
- ✓ Carbon offsetting
- ✓ Free access to a financial advisor

## About you

As a vital part of the Keystone operations team, you will be the first point of contact for client calls and emails, assist the CEO and executive team with diary scheduling, alongside other administrative tasks.

We care much more about getting the right person to work with us than what paper qualifications you may have. However, the right person likely will:

- be experienced in supporting executive stakeholders
- be skilled in organisation and time management
- be talented in written and verbal communication and correspondence
- adaptability to pick up and work across several project areas
- be enthusiastic and passionate about the work you do
- multitasking own workload across several areas
- like working as part of a supportive team and a good fit for our values
- exercise discretion and sensitivity whilst supporting the executive team

## Job Profile

<b>Role title</b>	Executive team administrator
<b>Department</b>	Operations
<b>Salary</b>	£25,000 per annum FTE, pro-rata
<b>Part-time</b>	20 hours a week over 5 days
<b>Location</b>	Hybrid working, between Ashby de la Zouch office and work from home.
<b>Reporting to</b>	Executive leadership team
<b>Responsible for</b>	N/A

### Core Purpose

To provide administrative support and project-based work for the executive leadership team.

To ensure that the role's responsibility is carried out in a way that reflects the vision and values of Keystone Knowledge. Observing company policy, practice, and procedures.

To contribute to a culture of a personal approach and vision to creating outstanding education.

### Role-specific responsibilities:

- Be the first point of contact for the Keystone enquiry line and the CEO's emails and calls.
- Liaise with the internal and external stakeholders, including clients and providers, for administrative and project support.
- Support wider booking of the Keystone Consultant team's client travel arrangements.
- Have clear and comprehensive responses via telephone and email to contribute to overall improvement and effectiveness.
- Manage and distribute client queries, calls and emails accordingly across the executive leadership team and Keystone departments.
- Support the CEO and executive leadership team with necessary schedule and diary management support.
- Collation and management of key metrics
- Support client proposals and contract administration
- Be integral to the keystone team, applying attention to detail, organisation and high-quality administrative support.

- Support the executive team with other administrative tasks

- General responsibilities:**
- Work in accordance with our policies and champion our vision and values, maintaining the company’s reputation.
  - Observe the health and safety policies and procedures.
  - Invest time in your own development; attend training, undertake personal research and identify opportunities for your continued personal development.
  - Recognise that Keystone is a growing business and undertake all reasonable requests in line with your position.
  - Work to the highest standards of corporate and social responsibility.
  - Be committed to our ethics and values in relation to equality, diversity and inclusion.

## Person specification

Role Title                      Executive team administrator

Department                    Operations

Assessed by  
application (A)  
or at interview  
(I)

### Attainment and Qualifications

**Essential**

A-level qualifications at grade C or above, or equivalent experience	A
Knowledge of standard office administrative practices and procedures	A/I

**Experience**

**Essential**

Experience providing support at the executive level	A/I
Experience use of MS Office software including email, spreadsheet and word processing	A/I
Experience in working with senior managers and other key stakeholders internally and externally	A/I

**Desirable**

Experience in managing and scheduling project works	A/I
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**Skills and Knowledge**

**Essential**

Proactive and conscientious approach to working	A/I
Ability to communicate in a professional manner with a wide range of audiences, both orally and in writing.	
Good organisation and personnel management skills	A/I
Demonstrable problem-solving skills	A/I

**Desirable**

Knowledge and understanding of the education sector or consultancy-based work	A/I
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**Personal Disposition**

Adaptable multitasker	I
Highly organised and solution-focused	I
Conscientious approach to working.	I

**Other**

Ability to obtain a successful DBS check (carried out by Keystone)	I
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## How to Apply

We currently advertise our open positions on LinkedIn™ and via our website: [www.keystoneknowledge.com](http://www.keystoneknowledge.com). We welcome enquiries related to the job. To apply, please submit a cover letter no longer than two pages of A4 along with your complete CV to [HR@keystoneknowledge.com](mailto:HR@keystoneknowledge.com). Your cover letter should explain why you are interested in this position and what skills you can bring to Keystone Knowledge.

While we strive to provide feedback to all applicants, depending on the number of applications received, there may be other options. If you are still waiting to hear from us within four weeks after the application deadline, please assume your application has not succeeded. Please note that we reserve the right to close the position earlier than the deadline if we receive sufficient suitable applications.

Contact us:

Web: [www.Keystoneknowledge.com](http://www.Keystoneknowledge.com)

Email: [hr@keystoneknowledge.com](mailto:hr@keystoneknowledge.com)

Phone: 01332 278032

