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Flexible Working Programme



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Case study

Navigating flexibility: Sara's
journey as an office manager &
executive assistant

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Navigating flexibility: Sara's journey as an office manager and executive assistant

The Athelstan Trust

As an Office Manager and Executive Assistant in the Central Team of the Athelstan Trust, Sara's journey exemplifies the positive impact of flexible working. When she joined the Trust at the start of the academic year, she was drawn by the forward-thinking approach and the Trust's openness to accommodating flexible work arrangements.

Sara's personal circumstances played a significant role in her preference for flexible working. With school-age children and a husband working in education, she needed a work schedule that aligned with family life. The Trust's commitment to flexibility was a real selling point for her.

Here are some key aspects of Sara's flexible working experience:

Diverse team arrangements



- Sara collaborates with colleagues who work under various arrangements: hybrid, part-time, term-time only, and year-round.
- This diversity fosters a supportive environment where everyone's needs are considered.

Effective calendar management



- The Trust uses Outlook calendars as a central tool for managing working patterns.
- All staff members update their calendars to reflect their specific work hours and availability.
- Sarah compiles this information weekly, creating a comprehensive plan on a whiteboard that includes events and meetings.

Seamless virtual meetings



- The shift to Microsoft Teams for meetings has been pivotal.
- Now, anyone can join meetings from anywhere, eliminating geographical constraints.
- This change has enhanced collaboration and communication within the team.

Core days and termly briefings



- Despite flexible schedules, the team comes together on core days when necessary.
- Termly briefings provide a structured opportunity for face-to-face interactions and alignment.

Sara's experience underscores the Trust's commitment to work-life balance, employee well-being, and productivity. By embracing flexible working, the Athelstan Trust not only supports its staff but also creates a thriving and adaptable work environment.

For more information on their flexible working journey, visit the [Flexible Working in Education website](#) and watch the 'Managing flexibility in a Trust central team' webinar recording.