



## **Business Support - Personal Assistant Executive Team**

<b>Job Description</b>
<b>The purpose of this post is to:</b>
<ul style="list-style-type: none"> <li>● Provide an administrative, professional and confidential personal assistant service for members of the Partnership's Executive Team</li> <li>● Work as an integral part of the Partnership's Business Support function</li> </ul>
<b>The successful candidate will:</b>
<p>Provide executive support and personal assistant services including, for example:</p> <ul style="list-style-type: none"> <li>● Actively managing diary commitments.</li> <li>● Organising appointments and meetings to ensure effective time management.</li> <li>● Assisting in managing workflows, outputs and deadlines, focusing time against priorities ensuring colleagues are aware of any diary commitments.</li> <li>● Proactively managing communications, responding where appropriate and directing action as requested.</li> <li>● Producing a range of documents to a high standard of presentation and accuracy and proofreading of these documents.</li> <li>● Arranging travel and accommodation, where appropriate.</li> </ul> <p>Provide business support services including, for example:</p> <ul style="list-style-type: none"> <li>● Providing administrative support for meetings.</li> <li>● Liaising with colleagues to agree focused agendas.</li> <li>● Distributing meeting papers and resources within agreed timeframes.</li> <li>● Producing accurate minutes and any following up actions as required.</li> <li>● Organising and servicing visits and meetings.</li> <li>● Overseeing the organisation of school policies and procedures.</li> </ul> <p>Supporting in other areas including, for example:</p> <ul style="list-style-type: none"> <li>● Delivering a high quality, responsive and proactive contact service to stakeholders, building and maintaining effective relationships across the Partnership.</li> <li>● Assisting in Subject Access Requests.</li> <li>● Supporting school developments, activities and events.</li> <li>● Undertaking research relating to various projects.</li> <li>● Responding to organisational needs and demanding deadlines as they arise.</li> <li>● Supporting other members of the Business Support team to fulfil their duties.</li> <li>● Ensuring documents and reports are produced and formatted to school standards and within agreed deadlines.</li> <li>● Acting as the first point of contact for complaints, ensuring that these are handled in accordance with the complaints procedure.</li> </ul>

## Essential Criteria

### Education & Training

- GCSE English/Maths at grade A to C or proven ability to work at this level.
- Specific training relevant to the post.
- Commitment to all CPD offered.

### Experience

- Proven experience of administrative or business support.
- Experience of supporting an executive or leadership team.
- Strong IT skills across all common and industry specific programs.
- Excellent communication skills.

### General / Specialist Knowledge

- Knowledge of governance procedures.
- Ability to be flexible and proactive with a positive approach.
- Understanding of the basic principles of customer care.
- Understanding of school Management Information Systems.
- Appreciation of the need to maintain the strictest confidentiality about matters concerning the school.
- Ability to relate well to children and adults and to build positive relationships.
- Ability to work constructively as part of a team

### Additional Requirements

We expect all our adults to:

- Uphold and promote professional standards including the Trust and Academy's code of conduct and values.
- Establish constructive relationships with all and understand and respect the position of all within the Trust.
- Contribute to the overall ethos, work and aims of the school.
- Promote the inclusion and acceptance of all pupils.
- Work as a member of a team to provide a safe, caring and stimulating environment.
- Be warm, consistent and reliable.
- Attend to pupils' personal needs (including social, health, physical, hygiene, first aid and welfare matters) according to the school's policies and procedures.
- Administer and assess routine tests and invigilate when required.
- Undertake administrative tasks relevant to the role and according to the systems of the school.

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership

You will be expected to carry out your duties in line with the SPP's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently

acquires or at which it may, from time to time, provide services. You will be expected to travel and will, therefore, have access to a vehicle (with appropriate Business Insurance) or other appropriate mode of transport. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within 'good practice' guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

**As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding.** Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process