



Executive PA

QEGSMAT is seeking to appoint an Executive PA to provide administrative and organisational support to the Director of Finance and Operations as well as the Board of Trustees.

QEGSMAT is currently a five academy Trust with the central team based in Ashbourne, Derbyshire where this post will be based. The Trust has schools in Derbyshire Dales, South Derbyshire, Derby City and Staffordshire. As a Trust we aim to ensure all our young people achieve the very best outcomes and leave education well prepared for the next steps in their lives based upon the principles of **Question; Explore; Give; Succeed.**

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information and an application pack please visit our website www.qegsmat.com and click on Careers or telephone 01335 340830.

Closing date for applications: 27th January 2019

Provisional Interview date: 5th February 2019

Salary: £21,074 - £25,463

Start date: As soon as possible



JOB DESCRIPTION

Post Title:	Executive PA
Responsible to:	Director of Finance & Operations
Scale:	Scale 5 / 6
Weekly Hours:	37
Weeks Per Annum:	52
Post Objectives:	Provide administrative and organisational support to the Trust, enhancing efficient operations

Other Considerations:

This role will be required to attend evening meetings for the Trustee meeting

Duties and Responsibilities:

For Director of Finance and Operations :-

- Provide secretarial, organisational and administrative support as required by the Director of Finance & Operations and the central team
- Manage and coordinate the diary of the Director of Finance & Operations
- Deal with correspondence on behalf of the Director of Finance and Operations
- Prepare letters and reports
- Maintain filing systems ensuring documents are well organised and accessible
- Administrate meetings on behalf of Director of Finance & Operations, arranging meetings, preparing agendas, circulating papers in good time, and taking minutes
- Organise and coordinate events
- Undertake specific projects and research as necessary including the coordination of processes linked to new academies joining the Trust

For Trustees and Members of QEGSMAT :-

- In consultation with others, prepare the Trustees' annual programme of work and schedule of meetings
- Arrange meetings of the Trustees and Members and provide proper notice of such meetings
- Prepare agendas in consultation with others and circulate relevant papers in good time

- Take and produce minutes to record the business transacted at the meetings and the decisions taken
- Follow-up any agreed action points with those responsible and inform the Chair of progress
- Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published as required
- Maintain a register of current and past Trustees and Members, and notify ant relevant bodies of any changes
- Advise Trustees in advance of the expiry of a Trustee's term of office
- Co-ordinate Trustee recruitment and induction processes
- Ensure relevant safeguarding checks have been carried out on Trustees and Members as required
- Record the attendance of Trustees at meetings and maintain an attendance register, notifying the Chair of any attendance concerns.
- Maintain the Trust's register of business and pecuniary interests and publish as required
- Co-ordinate the timely review of Trust policies and other documentation, and ensure copies of the Trust's policies and other documents approved by Trustees are retained, readily accessible, and published as required
- Maintain a record of training and academy visits undertaken by Trustees
- Deal with correspondence on behalf of the Trust Board
- Manage the flow of information from the Trust Board to Local Academy Committees and vice versa

Methods of Working:

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the Trust's Equality Policy;
- Understand and comply with all other relevant Trust policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



QEGSMAT

PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	<p>GCSE English and Maths A*</p> <p>- C or equivalent</p> <p>Level 3 Word Processing qualification or equivalent</p>		<p>Application form</p> <p>Certificates</p>
Skills & Knowledge	<p>Excellent telephone manner</p> <p>Excellent organisational skills/meticulously maintain up to date filing systems</p> <p>Ability to prioritise workload and manage conflicting priorities</p> <p>Ability to communicate effectively with a range of people including staff, pupils, parents, visitors and governors both written and verbally</p> <p>Ability to act proactively with a confident approach</p>		<p>Application form</p> <p>Selection process</p> <p>References</p>
Experience	<p>Office skills/clerical and secretarial work</p> <p>High level of ICT skills and experience of all Microsoft Office Suite applications</p> <p>Working quickly and accurately to deadlines</p> <p>Ability to maintain confidentiality at all times</p>	<p>Previous work as PA in an educational establishment /complex organisation and/or at Director level</p>	<p>Application form</p> <p>Selection process</p> <p>References</p>

	Effectively manage electronic diaries		
Personal Qualities	<p>Ability to work flexibly</p> <p>Enthusiastic, hardworking and assertive</p> <p>Meet deadlines and respond to unplanned situations</p> <p>Ability to work as part of a team and on own initiative</p> <p>Self-motivating with the ability to multi task</p> <p>Commitment to the highest standards of child protection</p>	<p>Desire to enhance and develop skills and knowledge through Continuous Professional Development</p>	<p>Application form</p> <p>Selection process</p> <p>References</p>

Print Name _____

Signature _____

Date _____