



Executive PA

The Executive Headteacher and Trustees of QEGSMAT are seeking to appoint an Executive PA, to start as soon as possible.

We have an aspirational ethos, which delivers impressive levels of excellence to ensure continuing success for all students. Our aspiration is built on traditional values of hard work, personal courtesy and a smart appearance. The ethos of doing one's best is key to success; but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

The QEGSMAT vision is based on Question; Explore; Give; Succeed.

The QEGSMAT is standards driven; it aims to provide world-class education and care that allows every young person to reach their potential; it recognises the importance of teaching and learning. It operates a robust school improvement system, with the ultimate aim of doing something exceptional for young people in our area. All young people will be safe and all will be supported, whatever their needs. QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our aim is to ensure that every young person aspires to a great future and achieves their absolute potential, so that they are not only prepared academically, but also inspired socially and culturally for the successful future they deserve. Our Trust is based on the combination of traditional values such as respect, responsibility, participation, hard work and smart appearance, together with innovation, creativity and critical thinking, in relation to high quality teaching and learning.

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: Wednesday 18th October 2017

Provisional Interview date: W/C 30th October 2017

Salary: £20,215 – £24,426

Start date: As soon as possible



JOB DESCRIPTION

Post Title:	Executive PA
Responsible to:	Director of Finance & Operations
Scale:	5/6
Weekly Hours:	37 hours per week
Weeks Per Annum:	52
Post Objectives:	To supporting the efficient operations of the Trust's Executive Leadership Team, contributing to effective working and collaboration across the Trust

DUTIES AND RESPONSIBILITIES

- Provide secretarial, organisational and administrative support service, supporting the Executive Leadership Team to discharge their roles efficiently and effectively;
- Manage and co-ordinate the diaries of the Executive Leadership Team;
- Arrange meetings, preparing agendas and supporting papers in good time;
- Make travel arrangements for the Executive Leadership Team, as required;
- Brief the Executive Leadership Team for meetings, providing supporting papers in good time;
- Minute take at meetings, as required;
- Make and receive telephone calls;
- Process incoming and outgoing correspondence;
- Prepare letters and reports;
- Maintain filing systems, ensuring documents are well organised and accessible;
- Oversee the timely review of Trust policies;
- Organise and co-ordinate events;
- Carry out project and research work, as required by the Executive Leadership Team;
- Liaise with external regulators and advisors as required.

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 academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy'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.

PERSON SPECIFICATION

Executive PA

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths A* - C or equivalent Level 3 Word Processing qualification or equivalent 		<ul style="list-style-type: none"> Application form Certificates
Skills & Knowledge	<ul style="list-style-type: none"> Excellent telephone manner Excellent organisational skills/meticulously maintain up to date filing systems Ability to prioritise workload and manage conflicting priorities Ability to communicate effectively with a range of people including staff, pupils, parents, visitors and governors both written and verbally Ability to act proactively with a confident approach 	<ul style="list-style-type: none"> Experience of working in a secondary school 	<ul style="list-style-type: none"> Application form Selection process References
Experience	<ul style="list-style-type: none"> Office skills/clerical and secretarial work High level of ICT skills and experience of all Microsoft Office Suite applications Working quickly and accurately to deadlines Ability to maintain confidentiality at all times Effectively manage electronic diaries 	<ul style="list-style-type: none"> Previous work as PA in an educational establishment /complex organisation and/or at Director level 	<ul style="list-style-type: none"> Application form Selection process References

Personal Effectiveness	<ul style="list-style-type: none"> • Ability to work flexibly • Enthusiastic, hardworking and assertive • Meet deadlines and respond to unplanned situations • Ability to work as part of a team and on own initiative • Self-motivating with the ability to multi task • Commitment to the highest standards of child protection 	<ul style="list-style-type: none"> • Desire to enhance and develop skills and knowledge through Continuous Professional Development 	<ul style="list-style-type: none"> • Application form • Selection process • References
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PRINT NAME _____

SIGNATURE _____

DATE _____