

## Job Description

**Job Title:** PA to CEO & Senior Leadership Team

**Location:** DEMAT, Grace Building, 8 High Street, Ely, Cambs, CB7 4JU

**Reporting to:** Chief Executive Officer

**Hours of Work:** 35 hours per week

Hybrid working is offered, which includes remote working options.

### Key Purpose

To provide high-level administrative and executive support to the Chief Executive Officer (CEO) and Senior Leadership Team (SLT) enabling efficiency and productivity which contributes to successfully achieving strategic aims.

To provide an exceptional service to all our internal and external stakeholders. Working closely with SLT and wider teams in DEMAT to ensure accurate and timely information flows.

### Main Responsibilities

#### High Level Administrative Support

- To provide organised, efficient and confidential PA/Administration support to the Chief Executive Officer and Senior Leadership Team.
- To produce, update and proofread letters, documents, briefing papers, agendas, reports and presentations as requested, ensuring a high level of accuracy.
- To conduct valuable research and take ownership of small projects, as required, to support strategic and operational requirements.
- Coordinate and provide editing for our Trust magazine (3x per year).
- Utilise technological tools to ensure efficiency in scheduling, research and analysing data to support SLT with competing priorities.
- Alert SLT to key issues affecting the efficient running of the Trust and liaise with other colleagues on behalf of SLT as appropriate.

#### Communication

- Proactively manage the CEO's communications, bringing urgent matters to the forefront, filtering through independently and referring to others where appropriate.
- Support SLT to deliver on key priorities by liaising confidently with internal and external stakeholders via excellent interpersonal skills.
- Be the first point of contact for SLT, dealing with callers and visitors in the most appropriate manner.

- Respond to all queries, correspondence (including sensitive information) in a timely and professional manner.
- Deal with incoming and outgoing correspondence, drafting replies where appropriate, and obtaining further information as and when necessary and initiating enquiries.
- Foster excellent working relationships across the Trust and be a key point of contact, signposting colleagues where appropriate.

### **Meeting Management**

- Manage and maintain complex diaries ensuring that key information is highlighted, the CEO is appropriately briefed in advance and documentation is readily available.
- Maintain an effective 'bring forward system' ensuring that papers distributed at appropriate times, deadlines for actions are adhered to, and any follow up is taken as appropriate.
- Manage and provide comprehensive support in meetings which includes:
  - Preparing agendas
  - Arranging suitable venues/meetings rooms
  - Organising and disseminating papers prior to the meeting.
  - Taking and distributing minutes and actions as appropriate.
  - Following up on post-meeting actions including communication to stakeholders.
- Organise any necessary travel and accommodation.
- Liaise with our Headteachers, Trust Board, Executive Team, members of the Trust Central Team and outside bodies as requested.
- Establish and maintain effective, accurate and confidential electronic filing systems.
- Being proactive in putting forward and implementing ideas to continually improve our approaches to efficiency.

The main duties and responsibilities are not intended to be exhaustive. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

The post involves travelling to schools and on occasion the need to work outside of normal working hours.

### Person Specification

Qualifications	Essential	Desirable
Relevant degree and/or equivalent experience		✓
A minimum of an A level or equivalent education and/or equivalent experience	✓	
Evidence of continued learning and development		✓
Experience		
At least 3 years PA/EA experience	✓	
Experience of successfully planning and organising in a fast-paced environment.	✓	
Experience of supporting meetings at a Senior Leadership or Board level	✓	
Experience of working in Education.		✓
Skills, Attributes and Knowledge		
Commitment to our Organisation values	✓	
Ability to demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	✓	
Effective Stakeholder and relationship management	✓	
Excellent organisational, project management and planning skills	✓	
Effective communication skills (both verbal and written) including the ability to write reports	✓	
Ability to work autonomously	✓	
Ability to effectively use a variety of IT	✓	
Personal Qualities		
Professional and an ambassador of the Trust	✓	
Resilience to work under pressure	✓	
Excellent interpersonal skills	✓	
Integrity, trustworthy, honest and open.	✓	

Flexible and adaptable		
Occasional flexibility to hours may be required to complete tasks		✓