Job title:	Personal Assistant to the Executive Team
Reports to:	Personal Assistant to the Principal
Business area:	Executive Support Team
Responsibility for others:	No

JOB DESCRIPTION

Purpose and context:

The Personal Assistant will support members of the Executive Team, ensuring the efficient and effective management of their time and work. The post will be predominantly based at Wakefield but may be required to cover events and meetings at other sites.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Duties and responsibilities:

- Diary management, managing daily incoming information, and circulate and respond to information.
- Make travel arrangements and process expenses claims.
- Arrange meetings, including booking venues and arranging catering.
- Scheduling of business and meetings, working with the Personal Assistant to the Principal and CEO and Governance Support Administrator to ensure Governor meetings are also included.
- Provide administrative support for internal and external meetings, including preparing agendas and papers, take minutes, circulating and following up on any action points.
- Open, read and act on mail and emails receive, prioritising action to be taken and reply without intervention when able.
- Draft responses and organise papers for signature.
- Draw attention to matters that require urgent action, and prepare the groundwork ready for response.
- Liaise with appropriate staff for action in the event of a manager's absence
- Read agendas for meetings and ensure all relevant documents and files are available.
- Maintain the filing system, including confidential files, committee papers and records to enable easy access and retrieval of documents.
- Maintain information flow within the department and the wider College Group community, acting as liaison with the department, College Group and external stakeholders.
- Maintain records of departmental activities, including updating complaints records.
- Undertake financial administration, including monitoring expenditure against budgets, collating information and completing paperwork for payroll, and checking and recording expense claims.
- Working with other members of the Executive Support Team and have oversight of their activities.
- Provide cover for the office during lunchtime, holidays and sickness absence periods.

- Provide support and cover for the Personal Assistant to the Principal and CEO where required
- Service standard delivery and implementation.
- Managing communication to and from the Executive Team.
- Project management and support, which includes researching, preparing and, if required, preparing presentations and draft papers for members of the Executive Team.
- Ensuring policies, procedures and processes are up to date and current through liaison with the relevant Directors and Heads.
- Overseeing high level management of complaints, comments and compliments in conjunction with the Personal Assistant to the Principal and Governance Support Administrator, and drafting annual Complaints reports for the Board.

Responsibilities of all employees at Heart of Yorkshire Education Group:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect
We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion
We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition
We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration
We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without

changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Personal Assistant to the Executive Team		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	**Criteria: Essential Desirable**	**Assessed: Application Interview Task References**
<u>Qualifications and Training:</u>		
GCSEs in English and Maths A*-C/9-4 or equivalent	Essential	Application, Interview
IT Qualification, e.g. CLAIT, ECDL or equivalent	Desirable	Application, Interview
Level 3 qualification in a relevant area or equivalent experience	Essential	Application, Interview
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Application
<u>Relevant Experience:</u>		
Previous Personal Assistant/Secretarial administrative experience	Essential	Application, Interview
Experience of working in an education environment	Desirable	Application, Interview,
Experience of managing administrative projects/reviews	Essential	Application, Interview
Experience of producing agendas, taking meeting minutes and following up on actions	Essential	Application, Interview
Experience of proof reading and checking documents with a high level of accuracy and attention to detail	Essential	Application, Interview
<u>Skills and Knowledge:</u>		
Highly competent in standard software packages, including Microsoft Office (predominantly Word, Excel and Outlook)	Essential	Application, Interview
Excellent organisational skills	Essential	Application, Interview
Excellent time management and ability to prioritise a diverse and changing workload	Essential	Application, Interview
Excellent communication and interpersonal skills	Essential	Application, Interview
Ability to demonstrate factual and theoretical knowledge of Personal Assistant/Secretarial work	Essential	Application, Interview

Ability to plan ahead, anticipating the future requirements of the Executive Team	Essential	Application, Interview
Capacity and willingness to learn new skills	Essential	Application, Interview
Ability to show initiative when challenged by a new problem	Essential	Application, Interview
Ability to pay attention to detail and work to a high level of accuracy	Essential	Application, Interview
Proactive, responsive and able to keep confidential at all times	Essential	Application, Interview
Knowledge of ProSolution or similar Pro packages	Desirable	Application, Interview
Additional Factors:		
Take on new tasks/adopt new approaches as required appropriate to the job role	Essential	Interview
Suggest ideas to improve procedures and service standards	Essential	Interview
Good team player	Essential	Interview
Able to work on own initiative	Essential	Interview
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.