

Uttoxeter Learning Trust

Personal Assistant – Grade 5 – May 2021

Statement of Purpose

To provide confidential clerical and administrative support to the CEO. To undertake confidential work relating in particular to Human Resources.

Organisation

- Undertake confidential word-processing for the CEO
- Produce, share and file documents using all aspects of office 365
- Process and analyse data using excel
- Maintain diaries including an electronic calendar system.
- Organise and arrange meetings including
 - o Co-ordinating with attendees.
 - o Arranging for room/s.
 - o Organising refreshments.
 - o Co-ordinating arrivals.
 - o Ensuring agenda, minutes and other appropriate documentation is available.
- May be required to manage and organise a significant event or administrative function in the Trust e.g. a recruitment process
- Contribute to the planning, development and organisation of support service systems/procedures/policies.

Confidential Administration

- Undertake arrangements for staff appointments, liaising with HR as appropriate. Produce booklets to send out to applicants, arranging advertisements and interviews, requesting references, preparing interview programmes and updating information for Trustees' appointments.
- Undertake other confidential administration, e.g. updating Performance Management documentation
- Completion of reports and returns relating to staff.
- Sort and distribute mail for the CEO

Uttoxeter Learning Trust

Support for the CEO

- Liaise with the Clerk to the Trustees to support the maintenance of up-to-date files for Trustees and Members.
- To attend meetings as agreed to take notes, prepare and distribute these
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT-based tasks.
- Operate relevant equipment/complex IT packages.
- Undertake administration of complex procedures.
- As requested maintain confidential staff records.
- Completion of reports and returns relating to staff.
- Sort and distribute mail for the CEO
- Responsible for making telephone calls for the CEO, as requested, and taking telephone messages in his/her absence.
- Responsible for, as requested, receiving and filtering e-mails for the CEO.
- Support with the production of documents and updates for the Trust website liaising with PR and Marketing support as appropriate.

Resources

- Operate office equipment e.g. photocopier, computer
- Order stationery items etc as necessary for the CEO and maintain own stationery supply.
- May be required to assist with routine financial administration.

Support to Trust

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

The content of this job description will be reviewed with the post holder on an annual basis

Uttoxeter Learning Trust

Person Specification Personal Assistant Level 3

Essential Criteria	Measured By
Experience <ul style="list-style-type: none">• Experience of development, management and operation of administrative systems.• Supervisory experience.	AF/I
Qualifications/Training <ul style="list-style-type: none">• NVQ 3 or equivalent qualification or experience in relevant discipline.• RSA 2/3 or equivalent qualification or experience in typing/ word processing.	I
Knowledge/Skills <ul style="list-style-type: none">• Very good numeracy/literacy skills.• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.• Very good ICT skills.• Ability to relate well to children and adults.• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.• Good organising, planning and prioritising skills.• Methodical with a good attention to detail.• Good interpersonal skills.	AF/I

Uttoxeter Learning Trust

Behavioural Attributes

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***