

## **Job Description**

**Job Title:** PA to Chief Financial Officer & Operations Team

**Location:** London office

**Hours of work:** 09.00 – 17.00

**Line Manager:** Executive Assistant to CEO & Clerk to Trustees

**Purpose of the role:** Provide confidential PA support to Chief Financial Officer (CFO) and high-level admin support to various Operations departments (e.g. Comms, HR & ICT).

### **Responsibilities:**

- Extensive diary management for Chief Financial Officer, dealing with urgent matters effectively, and ensure that time is utilised as efficiently as possible
- Responsible for proactively resolving any diary conflicts and ensuring the diaries are up to date at all times
- Identifying, anticipating and preparing information requirements for meetings, appointments, presentations etc and follow up internal and external requests for information, outstanding reports and correspondence
- Screen and independently handle e-mails, telephone calls, enquiries and requests
- Production and reproduction of documents, papers, reports and presentations
- Draft letters and correspondence as necessary as well as quality assuring documentation for colleagues
- Manage 183 Eversholt Street office contract/supplier relationships e.g. Building management, Cleaning etc
- Responsible for ensuring the 183 Eversholt Street office is compliant and meets statutory requirements
- Establish policies/guides to promote the smooth day to day running of 183 Eversholt Street. Including maintenance helpdesk, fire evacuation procedures, first aider
- Plan and develop an annual cycle of training/ educational events hosted in the “Event Space”, including managing the logistics of each event
- Liaison with internal AET departments
- Organisation of travel and accommodation arrangements
- Arrange conference calls and webinars as and when required
- Completion of minutes for any meetings deemed necessary
- Organisation and attendance (where necessary) at regional and national conferences including venues, agendas, response monitoring, hospitality and invoicing
- Presentation at conferences and meetings if required
- Arrange meeting rooms for internal and external meetings as requested, and in advance for recurring meetings
- Maintain Admin section of the Commsportal
- Administer expense claims

- Work co-operatively with colleagues in the Administration team, providing support and cover as required particularly for the Receptionist/Admin Assistant
- Responsibility for completion and (written) presentation of background research
- Undertake any other projects/tasks as requested

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person specification:**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	A-level or above (including GCSE Maths and English A-C or equivalent)	Degree level  Recognised secretarial/ administration qualifications  Health and Safety eg First Aid Fire Marshal
<b>Knowledge/ experience</b>	Specific knowledge/experience required for the role	Experience in a similar role demonstrating strong administrative and communication skills	Arranging meetings and conferences
<b>Skills/abilities</b>	Abilities	Excellent IT skills	Use of Google mail and associated



		<p>Excellent verbal and written communications skills</p> <p>Highly organised with the ability to organise others</p> <p>Work flexibly to meet deadlines</p> <p>Work effectively as part of a team</p> <p>Good eye for detail</p> <p>Calm and professional manner</p> <p>Ability to listen and assess information received</p>	applications
<b>Personal characteristics</b>	Behaviours	<p>Prioritise own workload and work under pressure</p> <p>Excellent interpersonal skills</p> <p>Maintain confidentiality at all times</p> <p>Initiative and questioning mind</p>	
<b>Special requirements</b>		<p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</p> <p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p> <p>Ability to travel as required</p>	