

JOB PROFILE

Post:	Executive PA
Grade:	£32,905 - £37,808
Responsible to:	Executive Principal / Business & Operations Director

JOB PURPOSE

To provide a full administrative service to the Executive Team.

Under the direction of the Business & Operations Director liaise with the local UTCs on all HR appointments and processes across the Trust.

To monitor absence across the Trust and facilitate meetings as required.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

The post enables the Executive Team to perform effectively through the provision of high quality secretarial and administrative support. This includes planning and co-ordinating diaries, devising and maintaining office systems and processes, making travel arrangements and organising and co-ordinating corporate events.

The main duties as Executive PA include but are not limited to:

The coordination of meetings, including minuting, diary management, and project support, such as research, data collection and analysis. Screening and filtering of incoming communications on behalf of the Executive Team and acting as point of contact for external and internal stakeholders. The work will be characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on his/her own initiative. It will also involve monitoring and co-ordinating leadership level actions against agreed deadlines.

The HR duties include but are not limited to:

- All aspects of recruitment – including adverts and supporting interviews
- Assisting the PAs to maintain the single central record at each UTC
- Ensuring all safer recruiting checks have been undertaken and DBS checks are completed
- Monitor that all HR files whether electronic or hard copies are kept up to date
- In conjunction with the PAs complete the necessary paperwork on the relevant platform to ensure starters, leavers and any contract changes are accurate and timely
- Support the UTCs with absence monitoring and assist in facilitating meetings
- Keep abreast of policy updates that are relevant and assist with reviewing related HR policies
- Assist with reviewing job descriptions, person specifications and adverts as required
- Assist with interviews as directed by the Business & Operations Director
- Assist the local UTCs with staff census as directed by the Business & Operations Director

- Assist with the provision of information for Trust Board / Governors as required
- Ensure staff are notified of annual increments and pay rises

The post holder will be confident in their ability to work on their own initiative and with limited supervision. They will have the ability to develop and maintain good working relationships at all levels, particularly during difficult or challenging times. They can prioritise and manage their own workload amid conflicting demands and during busy work periods. They will be able to think ahead and anticipate needs before they arise. Above all else they will exercise discretion in dealing with confidential or sensitive matters.

The post holder presents as someone who is efficient yet approachable, helpful, clear in all forms of communication and committed to setting and exceeding high quality standards. They are confident and tactful when dealing with staff and flexible in their approach.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees. All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required
- Any other duties deemed reasonable, as directed by the Executive Principal / B&OD
- Participate in the Trust's Performance Management / Appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the Trust and beyond
- Represent the Trust at events as appropriate
- Support and promote the Trust ethos.

PERSON SPECIFICATION	Essential / Desirable E/D
Qualifications	
Level 2 Literacy and Numeracy	E
Level 3 in Administration or HR or equivalent or willingness to work towards	E
Experience	
Demonstrable experience in an administration/executive assistant/PA role in a highly pressurised environment requiring tact, judgment and discretion in handling internal and external contacts.	E
Experience of diary management/researching and booking of travel and accommodation	D
Experience of successfully working with senior management	E
Experience of HR processes and procedures	D
Experience of an educational environment	D
Competencies/Attributes	
Ability to use multiple sources of information to research and present material clearly and concisely	E
Ability to use IT including word processing, spread sheets, databases and the internet	E
Ability to plan own work, work on own initiative and meet deadlines with minimal supervision,	E
Ability to organise meetings, training & information sessions	E
Ability to devise and implement processes and procedures for organisational and record-keeping purposes	E
Ability to be flexible and adaptable in order to complete tasks on time and to standard set	E
Ability to use professional judgement	E
An understanding of and a genuine commitment to Equality of Opportunity	E