



We are flying high

Job Description and Person Specification

Role	Executive PA
Grade and Range:	Brand A, point 23 - 28
Location:	Flying High HQ- 2a Vickery Way, Chilwell, Nottingham, NG9 6RY The role will predominantly be office based
Accountable to:	Chief Executive Officer
Date last reviewed:	08/01/2025

Position Overview

As Executive PA, you will provide vital support to the CEO and wider Strategic Development Group. Through expert communication, administration and coordination you will enable the CEO and other executive leaders to consistently operate strategically and impact across the partnership. The role will require adaptability, with the ability to manage and priorities a varied workload and provide good attention to detail.

Your primary responsibilities will include:

Personal Assistant to the CEO

- Complete diary management for the CEO, prioritising time to ensure the CEO is able to consistently impact and influence the partnership.
- Provide a diverse range of administrative support to the CEO, consistently providing high quality and well present documentation.
- Through consistent and pro-active communication ensuring the CEO is informed and prepared to operate strategically in all forums and at all times.
- Prepare and make available key documentation to ensure the CEO is well prepared on a weekly and daily basis.
- Host visitors providing a high level of customer service at all times.
- Communicate with key stakeholders, ensuring that all are kept informed on all activity associated to the CEO.
- Accompany the CEO in meetings, taking minutes and providing administrative support.
- Accompany the CEO at key events where appropriate.
- Complete management of the CEO's inbox, ensuring the CEO is well informed at all times, and actions required are prioritised.
- Organising travel and accommodation arrangements.
- Collating and filing expenses.
- Miscellaneous tasks, in response to the needs of the CEO.
- Support the wellness of the CEO, ensuring the capacity to consistently operate effectively.

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Personal Assistant to the DCEO

- Complete diary management for the DCEO, scheduling activity and prioritising time to ensure impact across the partnership.
- Provide a diverse range of administrative support to the DCEO, consistently providing high quality and well present documentation.
- Organise meetings and appointments internally and externally, providing excellent customer service to those visiting
- Ensure the DCEO is aware of key deadlines, and has time to prioritise to ensure that consistently well prepared for all commitments.
- Organising travel and accommodation arrangements.
- Collating and filing expenses.
- Support the wellness of the DCEO, ensuring the capacity to consistently operate effectively.

Strategic Development Group

- Schedule SDG meetings, ensuring these are regular, efficient and well attended.
- Coordinate and communicate weekly agendas, ensuring these are well planned and impact on key priorities.
- Coordinate engagement of the wider central team
- Ensure members of SDG are aware of deadlines and provide support to the team to prepare reports and other information.
- Provide general administrative support to members of SDG.
- Manage a comprehensive filing system on behalf of SDG.
- Provide refreshments during meetings, to ensure that the group remains focused on strategic decisions.

General Duties

- Contribute to scheduling across the partnership, in line with priorities for the partnership.
- Contribute to an effective central team.
- Role model the Flying High cultural expectations and encourage these in others.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings and working groups as required.
- Participate in training and other learning activities as required.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

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Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications, Education and Training		
A good standard of literacy and numeracy.	AF/AST	
Evidence of a commitment to ongoing learning and continuous professional development	AF/I	
Full driving license	AF	
Experience		
Experience as a PA, or equivalent in a professional environment	AF/I	
Supporting at an Executive leadership level		AF/I
Successful experience in administration	AF/I	
Experience of diary/ people management scheduling	AF/I	
Experience utilising a wide range of IT resources to support administration and efficiency	AF/I	
Experience working with or in education		AF/I
Experience working with and supporting an effective team	AF/I	
Experience providing administrative support in formal meetings	AF/I	
Skills and Knowledge		
Highly effective administrator	AF/I	
A skilled communicator	AF/I	
Emotional intelligence, able to notice and respond to the needs of others	AF/I	
Ability to effectively prioritise and manage workload	AF/I	
Able to provide positive and welcoming customer service	AF/I	
Strong literacy skills	AF/I	

Good presentation skills, able to produce high quality materials to support presentations and professional reports.	AF/I	
Embrace new opportunities and technology to support administration and efficiency.		AF/ I
Good attention to detail	AF/I	
A knowledge of the education sector		AF/I
Personal Qualities/Attributes		
Able to build strong and open working relationships	AF/I	
Have high expectations for themselves and the people they work with	AF/I	
Be adaptive and responsive to change	AF/I	
Highly professional, consistently respecting confidentiality	AF/ I	
A fantastic team player, able to be a positive addition to the central team	AF/I	
Demonstrates resilience, able to remain solution focused at all times.	AF/ I	
Special Requirements		
Motivated to impact children across Flying High and beyond	AF/I	
Be committed to the mission, culture and character of the Flying High Partnership	AF/I	
To model the Flying High Partnership cultural expectations and expect this in others	AF/I	
Be prepared to engage in any CPL opportunities that arise to support the development of the role.	AF/I	
Relates well to colleagues and works well as part of the team.	AF/I	
Develop a strong trusting relationship with the CEO, DCEO and members of SDG	AF/I	