

Executive PA

Job Description & Person Specification

July, 2022

Responsible to: CEO

Role overview

As Personal Assistant to the Mowbray Education Trust (MET) CEO, you will provide a high-level service to support their work. You will also provide administrative support for the Executive Team and support the work of the MET by undertaking marketing and communications and arranging MET events.

Key responsibilities

- Providing a Personal Assistant service to the CEO including:
 - managing their diary
 - organising meetings and appointments and prepare relevant papers
 - monitoring their emails and responding to correspondence on their behalf
 - taking minutes at meetings and distributing to attendees
 - Liaising with a variety of staff, both school based and central teams
 - liaising with and hosting visitors, staff and suppliers
 - producing reports and documents, always ensuring the highest quality presentation
- Providing administrative support to the Executive Team.
- Establish and maintain strong professional relationships and ensure effective communication across the schools, Trust and other stakeholders.
- Supporting the work of the MET by linking with external marketing teams, supporting to implement a trust marketing strategy; undertaking marketing & communications; including through social media postings and face-to-face at third party events.
- Arranging MET events, from initial planning to helping ensure their smooth running on the day
- Any other responsibilities deemed in keeping with the role

General responsibilities

- Maintain confidentiality at all times
- Have discretion and be trustworthy
- Contribute to the overall ethos of the Trust
- Participate in training and other learning activities and performance development as required

The post holder is required to undertake any other duties for the MET and its individual schools as required, in line with the level and scope of the role.

The role will involve movement around sites within the Trust and so a willingness to travel is essential.

Person Specification

Education & Qualifications	Essential	Desirable
GCSE English and Maths (Grade C or above / 4 or above / or equivalent)	✓	
Further and/or Higher Education qualification		✓
Relevant Professional qualification		✓
Experience & knowledge		
Recent and relevant work experience	✓	
Experience of assisting senior members of staff	✓	
Experience of organising meetings, accurate record keeping and filing systems	✓	
Experience of marketing and communications or willingness to develop expertise in this area	✓	
Experience of arranging events		✓
Knowledge of the education sector		✓
Skills		
Excellent communication and presentation skills, both written and verbal	✓	
Ability to show initiative	✓	
Able to produce clear and concise written documents.	✓	
Problem solving skills.	✓	
High level of accuracy and attention to detail	✓	
Ability to manage own workload effectively, prioritise tasks and respond swiftly to tight deadlines.	✓	
Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Willingness to work flexibly, travelling to various locations and working extra hours as necessary to meet the needs of the Trust	✓	
Good level of IT skills including Outlook and Office	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	

Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Multi Academy Trust sites	✓	
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.