

Flying High Partnership – Education PA

Are you an outstanding PA? Are you looking to take on a strategic role as part of a growing organisation?

Do you believe all children should have every opportunity to succeed and make every day count?

Do you have the perfect blend of skills to get the best out of people?

If you answered yes to the above, we want to hear from you!

The Flying High Partnership is looking to recruit a highly effective Education PA; an individual already operating to the highest standards of performance and looking to take the next step into a strategic role. Our partnership currently has 26 primary schools across the East Midlands, with further growth planned. This role will be instrumental in supporting the Flying High central team in our journey to be the best schools in the universe. In this role you will have the opportunity to see first-hand the impact of your work and the difference we together make to the lives of children.

Role	Education PA
Salary	Point 15- £22,991- point 28 £31,371 (subject to negotiation and experience)
Start date	April 2021
Hours	37 hours over 5 days
Location	Flexible location

At the Flying High Partnership, we are relentless in our pursuit of excellence and we want you to share in our mission to make every day count for the children within our schools.

Each of our individual roles has an impact on the future of our children and so we put them at the heart of the decisions we make and the services we provide. The education team work with our Headteachers, Senior Leadership teams and School Business Managers, supporting them to successfully develop and improve school activity to provide the very best education for all our children. You will be supported by the Director of Education to develop and deliver a high quality, responsive administration service to our education team.

We can offer you:

- Support to develop within this role.
- An opportunity to be part of a supportive, developmental partnership.
- The opportunity for quality CPD and, where appropriate, career growth.
- A varied job where no day is the same!
- An organisation committed to supporting and enabling the wellbeing of all staff.
- Feeling part of a supportive team and being part of the Flying High family.

We are looking for someone who:

- Has considerable experience of working in a fast-paced organisation, leading on diary management and scheduling, enabling the effectiveness of a wider team and cultivating true partnership across organisations.
- Can offer general administrative support to the Director of Education and DQASI team.
- Is organised in fulfilling business needs and able to create reports, presentations and resources for a variety of audiences.
- Has excellent communication, interpersonal and organisational skills.
- Has the ability to support in high-level engagement meetings, with the capability to document minutes and ensure all actions are delivered.
- Strives to be the best they can be, with a desire to support the ongoing development of the Flying High Partnership and to get the best out of everyone.
- Is passionate about what they do.
- Can work effectively without direction.
- Has an eye for detail.
- Is relentless in ensuring deadlines are met, standards are maintained and that we remain connected and in true partnership with our schools.

We need you, your experience and your personality to deliver a high quality, proactive, practical service to our schools and central team, whilst ensuring that the children's education comes first and foremost.

Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and post holders to share this commitment. We are committed to equality of **opportunity** for all staff and applicants. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Closing date: 12pm on Monday 15th March 2021

Interview and assessment: Tuesday 23rd March 2021

Application packs are available by visiting our website or contacting us at the email address below.

If you want to know more or wish to discuss anything in more detail, please email Rebecca Kerr at rkerr@flyinghightrust.co.uk

For further information about the Flying High Partnership or if you require any support in relation to the application form please visit www.flyinghighpartnership.co.uk