

## JOB DESCRIPTION

<b>POST TITLE:</b>	Executive Assistant to the Executive Principal of WMG Academy Trust
<b>POST RESPONSIBLE TO:</b>	Executive Principal
<b>SALARY:</b>	SCP 22-27 £21,074 - £24,657
<b>HOURS:</b>	Full-time (52 weeks) 37.5 hours per week – variable (must be willing to work flexibly across all locations within the Trust)

### JOB PURPOSE:

- To provide highly professional and wide-ranging administrative support at a senior level to the Executive Principal to ensure the smooth management of the day to day running of the WMG Academy Trust.
- Handle sensitive and complex issues in a professional and objective manner.
- Take initiative as appropriate especially in the Executive Principal's absence.
- To support research and business planning activity undertaken by the Executive Principal.

### DUTIES AND RESPONSIBILITIES:

- To proactively manage the Executive Principal's diary, assessing priority of appointments and reallocation as necessary.
- Organise meetings and ensure the Executive Principal is well prepared for all meetings, preparing agendas, pre-meeting briefings and meeting papers.
- Manage arrangements for all meetings, including production/distribution of agenda and papers.
- To arrange and manage events to include; meet and greet, catering, meeting room set up and to be available as required (this may involve attending some events in the evenings and working out of hours).
- Researching, compiling and preparing reports, presentations and correspondence for and on behalf of the Executive Principal and Trustees.
- Organise itineraries, producing clear and concise schedules for travel and accommodation, arrangements for meetings, conferences and external engagements.
- Booking and arranging travel, transport and accommodation.
- Maintain Executive Principal's office systems, including data management and filing.
- Act as the first point of contact: dealing with correspondence and phone calls, organising emails and responding on the Executive Principal's behalf, where appropriate.
- Work flexibly to meet agreed deadlines and targets.
- Any other duties within the scope of this position as directed by the Executive Principal.

### **Roles and Responsibilities – Other**

- Reminding the Executive Principal of important tasks and deadlines.
- To liaise with external partners as required.
- Meet and greet visitors at all levels of seniority.
- Attend and participate in relevant meetings as required.
- Maintaining a tidy organised office environment conducive to efficient working practices.
- To provide a courteous, professional, confidential and knowledgeable point of contact for people both within and outside the Academies who wish to communicate with the Executive Principal.
- Miscellaneous tasks to support the Executive Principal which will vary day to day eg undertaking research and analysis for Trust projects, governance reporting etc,.

### **General duties (this list is not exhaustive and reflects our ethos)**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the WMG Trust.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities as required.
- Performance management.

**PERSON SPECIFICATION FOR PERSONAL ASSISTANT TO EXECUTIVE PRINCIPAL**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E)
<b>QUALIFICATIONS</b>	
GCSE (or equivalent) grade C or above in English and Mathematics	E
Evidence of continuing professional development	E
Educated to A'Level/Level 3	D
<b>EXPERIENCE</b>	
Experience of working as an Executive Assistant or in a similar role involving diary management, meeting organisation and the provision of proactive support.	d
Experience in researching data/information, production of reports and presenting the findings using a range of computer software.	D
Demonstrable experience in producing high quality professional communications, especially accurate editing and proof reading.	D
Communicating and working effectively and confidently with senior colleagues whilst maintaining confidentiality.	D
Experience of assisting and supporting at a high level within an organisation	D
<b>KNOWLEDGE AND SKILLS</b>	
Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts, both internal and external to the Trust.	E
Ability to organise and plan own work.	E
Excellent attention to detail, with the ability to maintain a high level of accuracy.	E
A flexible, pro-active approach to work including the ability to prioritise and re-prioritise.	E
Ability to work on own initiative.	E
Ability to deal with sensitive information with discretion and to maintain confidentiality	E
Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint.	E
The ability to present information in an accurate and appropriate format	E
<b>PERSONAL ATTRIBUTES</b>	
Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high profile contacts	E
Willingness to work flexibly occasionally having to work early or late to meet the demand of the role	E
Ability to work under pressure and meet deadlines	E
Flexibility and adaptability	E
Enthusiasm, optimism and energy	E
Ability to prioritise a busy and varied workload to meet strict deadlines with minimal supervision	E

All offers are subject to clearance of references and enhanced DBS checks