



JOB DESCRIPTION

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| Job Title: Personal Assistant/Executive Administrator | Grade/Level: 7 £22,040 - £24,475 (39 weeks) | |
| Working as part of the Central Executive Team located at Bishop Milner Catholic College, Dudley. Multi-site and flexible working will be required. | Closing Date: Monday 6 June | Date Prepared: March 2022 |
| Reporting to: Catholic Senior Executive Leader | | |
| Job Purpose: To provide quality executive administration and PA support to the CSEL and Central Executive Team, forming a key partnership between the team and wider MAC functions. | | |
| Key Duties Responsibilities and Tasks | | |
| <p>Personal Assistant to the Central Executive Team</p> <ul style="list-style-type: none"> To act as the confidential and Personal Assistant to the CSEL and wider Central Executive Team; providing a high-level secretarial service which will include but is not limited to organising meetings, minute-taking and producing complex documentation in a timely manner and drafting correspondence in relation to standard requests etc. To act as 'front of house' for the CSEL and Executive Team; undertaking activities such as filtering telephone calls, receiving documents, correspondence and messages. Responsible for ensuring information is forwarded to the appropriate team member in an efficient and timely manner. To have access, as required, to Central Services Team emails to manage their inbox, highlighting any urgent emails or urgent actions arising from them. To be responsible for the CSEL's diary including arranging complex travel arrangements, scheduling of reoccurring routine meetings, planning and preparations of events, working in collaboration with service providers, MAC schools and the appropriate catering providers as required. To produce/prepare documentation for the CSEL and wider MAC in a variety of formats including Word, Excel, PDF, PowerPoint and other reports including confidential material. Knowledge of Adobe or similar design packages would also be beneficial. Provide a professional, supportive and customer-oriented service. To assist with the preparation, drafting and production of documentation for Governors and Board papers, working closely with the Clerk as required. To assist with the preparation, drafting and production of documentation for SJBCA and Board papers. Maintain an accurate and efficient electronic and paper filing system and be responsible for records management including archiving whilst improving paperless working by scanning to a central secure location. Arrange room bookings, hospitality and order stationery supplies, as required. Book places on conferences and arrange train tickets for the CSEL. Take a proactive role in the use of IT for document storage and retrieval. Maintaining databases of key data and updating the SJBCA, MAC Newsletter and any other documents/publications as required. Be responsible for ensuring that agendas/papers are prepared sufficiently in advance for | | |

meetings and that minutes are accurate. Responsible for the dissemination of information either in advance or after the meeting and for following up actions directly with those who have been assigned actions, to ensure that agreed next steps are carried out in a timely manner.

- Organise and prioritise work effectively including identifying opportunities to improve administrative procedures and taking the initiative to suggest ways of working more efficiently.
- Collect, open and deal with mail and routine correspondence. Draft, produce and sign correspondence when necessary, including processing routine requests e.g. pay claims, trips documentation etc.
- Liaise with the MAC school staff to collect information for the MAC calendar.

Communications

- Support the Executive Team in the development and implementation of a communications strategy which supports the objectives of the MAC.
- Identify effective media and marketing which will compliment the aims of the MAC.
- Apply knowledge of website, marketing and communication methods to streamline and improve the effectiveness of the MAC operations.

People and Relationships

- Develop and maintain effective professional working relationships with all members of the Multi Academy Company.
- To deputise for the Governance Lead in the role of Clerk in their absence.

General Requirements

All Academy staff are expected to:

- Support the work of the MAC
- Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with MAC policy and guidelines.
- Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.
- Commensurate with the level of the post holder undertake such other tasks that may be required to further the efficiency of the MAC.
- Ensure that all duties are performed in accordance within policies and guidelines.
- To work within and encourage the MAC Equal Opportunities Policies.
- Work towards and support the Academy/college vision and objectives.
- Support and contribute to the safeguarding of students.
- Work within the Academy health and safety policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be fully supportive of the Catholic ethos.

PERSON SPECIFICATION

| | Essential | Desirable |
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| Experience | <p>Experience of working in a Senior Administrative role.</p> <p>Experience of being able to develop high-quality documentation for reporting at all levels.</p> <p>Experience of producing high quality marketing materials, e.g. websites, infographics and basic graphic design</p> <p>Experience of setting up and managing multiple social media accounts</p> <p>Experience of creating and editing videos for marketing purposes</p> <p>Experience of working within a marketing role</p> | |
| Qualifications/ Training | <p>Educated to degree level or has equivalent qualification and experience.</p> <p>GCSE in Maths and English to Grade B minimum or equivalent</p> <p>A relevant professional qualification</p> | A strong understanding of social and digital media and how it can be used to enhance brand awareness |
| Personal and Professional Qualities | <p>Proficient use of Word, Excel, PowerPoint and Outlook.</p> <p>Excellent communication and organisational skills.</p> <p>Good interpersonal and analytical skills.</p> <p>Excellent customer service skills.</p> <p>Good knowledge of English grammar and punctuation.</p> | |

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| | <p>Strong attention to detail.</p> <p>Confident in dealing with people at all levels, to build strong relationships and challenge when necessary.</p> <p>Personable, able to build good employee relationships at all levels.</p> <p>Problem solving skills - solutions driven.</p> <p>A creative mind with an ability to suggest improvements.</p> <p>Positive approach, works well under pressure.</p> <p>Must be able to work to tight deadlines.</p> <p>Excellent planning and organisational skills and ability to respond quickly to changing situations.</p> <p>Able to effectively manage and prioritise own activity.</p> <p>Ability to work on own initiative.</p> <p>Good graphic design skills, with the ability to use InDesign and other desktop publishing packages</p> | |
| <p>Leadership and Skills</p> | <p>Excellent leadership skills in setting direction and gaining support for improvement.</p> <p>The ability to apply change management disciplines effectively to embed sustainable improvements in processes.</p> | |

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| | <p>Strong programme and project management skills in ensuring projects are well scoped and defined, implemented to time and costs and outcomes and benefits are realised.</p> <p>Proven management skills in motivating, supporting and developing colleagues to fulfil their roles and responsibilities, continuously improve and meet changing requirements.</p> <p>Ability to work on own initiative and manage one's own time, organising work with minimal supervision and meeting deadlines.</p> <p>Able to work effectively under pressure and deal with competing priorities.</p> <p>Ability to communicate clearly and effectively to a range of audiences both written and orally. Ability to take high-quality minutes and maintain accurate records.</p> <p>Good numeracy and literacy skills appropriate to the job.</p> <p>Good ICT skills in programs relevant to the position.</p> | |
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Please send completed application forms to recruitment@sjbca.co.uk by no later than Monday 6 June 2022