

## **JOB DESCRIPTION**

**JOB TITLE:** PERSONAL ASSISTANT (PA) TO THE CHIEF EXECUTIVE OFFICER

**REPORTING TO:** CHIEF EXECUTIVE

## **JOB PURPOSE**

To provide high quality, confidential, administrative support to the Chief Executive.

To participate in a range of key meetings and functions within and connected to the business, in order to support the Chief Executive.

To act as the minute secretary for key meetings including Board meetings and other meetings related to the regulatory requirements of the business.

## **MAIN DUTIES AND RESPONSIBILITIES**

- 1 To provide high quality administrative support to the Chief Executive, responding to queries and correspondence from a variety of sources.
- 2 To make all necessary arrangements to assist the Chief Executive in the execution of their duties including organising and scheduling appointments.
- 3 To exercise professional judgement in the absence of the Chief Executive, liaising with others to ensure that appropriate action is taken.
- 4 To co-ordinate and attend relevant meetings including preparing and circulating the agenda and supporting papers, taking, and circulating the minutes and ensuring that action points are followed up.
- 5 To control the workflow into and out of the Chief Executive's office including mail and e-mail received and dispatched, ensuring that deadlines are met.
- 6 To ensure that effective filing and brought forward systems are in place, keeping these up to date and ensuring ease of access, archiving material as appropriate.
- 7 To keep the Chief Executive apprised of any difficulties in meeting deadlines and work outstanding.
- 8 To advise the Chief Executive on matters of procedure relating to Board of Trustees business and act as Minute Secretary.

- 9 To participate and advise in senior management meetings in order to support the Chief Executive, taking minutes/notes and ensuring actions are followed up.
- 10 Ensure hotel and travel arrangements are made to support the Chief Executives' diary planning.
- 11 Support the Executive Leadership Team by making hotel and travel booking when required.
12. Provide support to the Chairs and Vice Chairs Group, by booking hotels and making travel arrangements when connected with Skills and Education Group and its subsidiaries.

## **OTHER DUTIES**

- 1 To ensure awareness of and compliance with all health and safety requirements, taking reasonable care of the health and safety of yourself and other people, in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling, and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, as necessary for the efficient execution of the job, with new legislation, procedures, and methods.
- 4 To participate in the Company's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the job and to support the Company's strategic objectives.
- 5 To uphold and promote the Company's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate public image on official company business.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Chief Executive.

The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of the Company.

## TERMS AND CONDITIONS

The job is subject to the terms and conditions determined by Skills and Education Group.

## PERSON SPECIFICATION

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**REPORTING TO:** CHIEF EXECUTIVE OFFICER

	Essential	Desirable
<b>Education and Qualifications</b>		
Good standard of education (GCSE level)	✓	
Further Education qualifications		✓
<b>Experience</b>		
Previous experience in a personal assistant (PA) role		✓
Good working knowledge of Microsoft office systems	✓	
Experience of taking minutes	✓	
Experience in following existing procedures and systems approaches	✓	
Previous experience gained within the education sector		✓
<b>Skills and Competencies</b>		
High level of accuracy and proofreading skills	✓	
The ability to use secretarial shorthand		✓
Always exercises their discretion	✓	
Accurate information filing, storage, and retrieval	✓	
Proactive approach to work and problem-solving skills	✓	
Excellent communication and interpersonal skills	✓	
Self-confidence and self-awareness	✓	
Good judgement and decision making, based on information	✓	
Promotes positive recognition of differences and mutual respect	✓	
Can work autonomously	✓	
Is self-motivated and enthusiastic	✓	
Ability to work flexibly	✓	
A demonstrable commitment to equality, diversity, and safeguarding	✓	