



**Inspiring Futures
Through Learning**

PA to the CEO and Executive Team

Accountable to: Head of Governance and Professional Services

Role: Permanent, full time – 37 hours per week

Grade F - £25,481 to £29,577 (depending on experience)

Inspiring Futures through Learning (IFtL) is a family of schools who inspire all of our futures through learning together. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

An exciting opportunity has arisen for a self-motivated and enthusiastic individual to join the Inspiring Futures through Learning (IFtL) Multi Academy Trust team as **PA to the CEO and Executive Team**. This is a dynamic, varied and fast paced role within the central team of a growing Multi-Academy Trust.

This is a key post within IFtL which requires dedication and a highly efficient and responsible approach. This role involves working closely with the CEO and Executive team and being able to give their requirements first priority. The post therefore calls for the ability to work independently with a high level of initiative and acumen. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is also essential. This will require flexibility in working hours and styles and a willingness to undertake training to meet the varying demands of the role. As the first point of contact for the CEO and Executive Team, it is essential that the post holder has a manner which inspires confidence.

Key Responsibility include:

- To provide a comprehensive and fully confidential Personal Assistance and administration service and to be the main initial contact for the CEO and Executive Team.
- Be responsible for the diaries of the CEO and 2 other members of the Executive Team – liaising with others to ensure effective scheduling appointments and meetings
- Handling and reporting highly confidential materials and information to the CEO, Executive team and Trustees
- Be the first point of contact into the CEO / Executive Team office: filtering requests, feeding back to relevant persons, greeting visitors and answering telephone calls / emails
- Research and interpret complex data for reports as required by the CEO / Executive Team

- Lead on drafting and preparing presentations and / or reports using the full suite of Microsoft Office 365
- Contribute to achieving the stated aims and objectives of IFtL including contributing to policy formation/review, Trust development planning and evaluation
- Manage the physical office environment(s) and facilities used by the central IFtL team
- Keeping track of expenses and mileage of the CEO / Executive Team and submitting monthly claim

The ideal candidate will:

- Hold a qualification relevant to the job, or demonstrable secretarial and administrative experience of equivalent experience and training gained in the work place
- Demonstrate initiative and sound judgement and take a great deal of responsibility
- Demonstrable extensive recent experience in the use of IT, i.e. word processing, spreadsheets, desktop publishing and other computer skills.
- Have experience of working collaboratively with colleagues and senior leaders.
- Possess strong communication skills and have high levels of attention to detail
- A positive and upbeat personality with a can-do attitude. Flexible and adaptable to changing situations is vital in this role.
- An ability to stay calm under pressure, make decisions and deliver on often tight deadlines.
- The ability to work as part of a team and independently.
- Have high levels of attention to detail.
- Experience of working within or an understanding of the education sector would be beneficial but not essential.

With schools across Milton Keynes and Northamptonshire, some travel between locations is expected however, the role will be primarily based at Fairfields Primary School, Apollo Avenue, Milton Keynes MK11 4BA.

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, enhanced Maternity/Paternity/Adoption Leave, Employee Assistance Programme, LGPS Pension with a minimum of 22% monthly employer contribution. In addition, access to an Employee Benefits Scheme including discount on gym memberships, cinema tickets, retail discounts, cycle to work scheme and much more.

The full job description and person specification is available on <https://www.iftl.co.uk/why-join-iftl/careers/> To apply, please download an application form, complete in full along with a covering letter and return by email to recruitment@iftl.co.uk (CVs not accepted).

Closing date for applications: Monday 25th October 2021 at 12.00 noon

Interviews: Wednesday 4th November 2021

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All posts within IFtL are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

At IFtL, we are relentlessly driven by our pursuit of excellence and high expectations of learning, behaviour and respect for every member of our community. We welcome the richness of diversity within our schools and our wider society, with equality for all being underpinned in all that we do.

We will consider any reasonable adjustments under the terms of The Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.