



Inspiring Futures Through Learning Role

Role Title: 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

Purpose of job

This is a key post within the central team of Inspiring Futures through Learning Trust and is a unique and exciting opportunity to join a fast-paced and rapidly growing Multi Academy Trust (accountable for the leadership of 14 schools in Milton Keynes and Northamptonshire). We are seeking a motivated and hardworking individual for the position of PA to the CEO and Executive Team. The main aim of the role is to provide organisational support to the CEO and Executive Team of the Company, working with a high level of initiative and independence.

Principal Responsibilities:

1. 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.
2. 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
3. Handling and reporting highly confidential materials and information to the CEO, Executive team and Trustees
4. 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
5. Research and interpret complex data for reports as required by the CEO / Executive Team
6. Lead on drafting and preparing presentations and / or reports using the full suite of Microsoft Office 365
7. Maintain a friendly, approachable, optimistic and positive attitude with colleagues, and work to support and motivate others
8. Lead the delivery of effective administration systems and processes within the central IFtL team
9. Play an active role in developing and maintaining effective administrative systems and processes across the wider Trust

10. Contribute to achieving the stated aims and objectives of IFtL including contributing to policy formation/review, Trust development planning and evaluation
11. Contribute to problem solving, decision making and managing change within IFtL
12. Oversee projects as set by the CEO / Executive Team
13. Be responsible for the provision of high-quality administration support as required for particular activities related to the work of IFtL to include, but not limited to, Admissions, Governance, Projects and relationship management.
14. Maintain confidential files to ensure that the CEO and Executive Team have access to the most up-to-date information and that appropriate files are made ready and given in advance of meetings on a daily basis
15. Follow up on calls / emails / actions on behalf of the director and giving regular updates
16. Play an active role in activities related to the induction of new staff to the central IFtL team
17. Manage the physical office environment(s) and facilities used by the central IFtL team
18. Be responsible for the ordering and provision of hospitality for meetings
19. Keeping track of expenses and mileage of the CEO / Executive Team and submitting monthly claims

Work Profile

1. Be aware of and comply with policies and procedures relating to Safeguarding, health & safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To adhere to local and national authority's guidelines and exercise professional discretion at all times.
3. Participate in training and other learning activities and performance development as required
4. Contribute to the overall ethos/work/aims of IFtL
5. Attend relevant meetings
6. To maintain confidentiality
7. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

IFtL benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. The PA may require to undertake organisational requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the 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 Schools, 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.

IFtL reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

	<ul style="list-style-type: none"> • Able to develop constructive working relationships with all IFtL staff whilst maintain a high level of professionalism at all times • Able to take minutes, interpret and write reports and comprehend complex written information. • Able to helpfully deal with and give accurate information to colleagues, parents, pupils etc • Able to form appropriate relationships and converse with ease with all stakeholders including Trustees and members of the public. • Can work in the flexible ways needed for the post 	<p>A,I</p> <p>A,I,P</p> <p>I,P</p> <p>I</p>	<ul style="list-style-type: none"> • Good understanding of Health and Safety requirements within schools • Data Protection knowledge 	A,I
Personal Qualities	<ul style="list-style-type: none"> • Ability to remain calm and controlled under pressure • Is determined to set and achieve high standards for oneself and others • Personal strength of character through transparency, integrity and fairness • Resilient attitude with the ability to learn from criticism/failure • A creative and positive mind-set • Entrepreneurial and ambitious with energy, charisma and ability to manage multiple activities. • Ability to multi-task 	<p>A,I,P</p> <p>A,I</p> <p>A,I</p> <p>A,I,P</p> <p>A,I,P</p>	<ul style="list-style-type: none"> • Able to demonstrate appropriate motivation to work with young people. 	A,I

Specialist Knowledge	<ul style="list-style-type: none"> • High level of ICT skills including Microsoft Excel, Word and Power Point 	A,I,P		
Other Requirements	<ul style="list-style-type: none"> • Willing to undertake training and development activities. • Willingness to adjust working arrangements to suit the changing needs and demands of the Trust (occasional). • Able to recognise some forms of discrimination which commonly exist. • Can relate well to children and adults of a variety of backgrounds. 	<p>A,I</p> <p>A,I</p> <p>A,I</p>		