



Job Description

Job Title	Personal Assistant (PA)/Administrator to Chief Executive Officer (CEO) of the Vine Trust
Grade	Band 2
Reports to	Chief Executive Officer
Liaison with	All Staff
Job Purpose	<ul style="list-style-type: none"> • To be responsible for all administrative issues relating to the Chief Executive Officer of the Vine Trust
Duties	<p>Key Objectives</p> <ul style="list-style-type: none"> • To provide a comprehensive support role to the CEO of the Vine Trust and Academy Improvement Lead. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Liaise with the CEO daily regarding the events of the day and follow up resultant actions. • Organise the CEO's diary and arrange appointments as and when convenient. • Liaise with the CEO regarding the weekly diary and sort out any ensuing issues. • Filter telephone calls before passing them to the CEO, if it is deemed necessary. • Make any telephone calls as requested by the CEO and follow up any resultant actions. • Take responsibility for ensuring that communications are processed in a timely fashion. • To draft correspondence, policies and other documentation to the CEO's specification using Microsoft Office products. • To ensure that all policy document folders are updated annually. • To deal with electronic mail, both incoming and outgoing, in a secure manner. • Ensure that papers are given to the CEO for the next day's meetings and that any instructions/directions are obtained prior to the meeting. • Undertake project/research work as required. • Send any documentation as and when required to Trust staff.

	<ul style="list-style-type: none"> • Ensure that any information required for meetings is available and ready for the CEO and attendees. • Take minutes of meetings as required. • To assist in dealing with complex enquiries or difficult visitors. • To undertake filing, faxing, laminating, photocopying and reprographic work as required. • Comply with all Trust policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the CEO. • Attend relevant training and take responsibility for own development. • Attend relevant meetings as requested by the CEO. • Respect confidentiality at all times. • To support the CEO with the organisation of Trust events. • Produce and distribute the half termly Newsletter. • Take responsibility for the Vine Trust website, including keeping it up to date. • Monitor Local Governor appointments to the Academies
General	<ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the Trust Equal Opportunities Policy. • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. A full DBS check is required for this post. • To be supportive of the Christian ethos of the Church of England. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION – PA TO CEO OF VINE TRUST

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use Microsoft Office products and basic databases
Communication	Written	Ability to complete forms, write routine letter High degree of communication and grammatical skill
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
Working with children	Behaviour Management	Understand and implement the Academy's Behaviour Management Policy, as required.
	Curriculum	Basic understanding of the learning experience provided by the schools
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the Trust Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills

		Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety.
	Child Protection	Understand and implement Child Protection procedures.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role
	Car and driving licence	Be in possession of a full clean driving licence and have use of own car