

## **Job Description: Personal Assistant/ Project Administrator**

<b>Reporting to:</b>	<b>Regional Associate Principal</b>
<b>Location:</b>	<b>Helenswood &amp; William Parker Campuses</b>
<b>Contract:</b>	<b>Temporary - one year in the first instance</b>
<b>Working Pattern:</b>	<b>Full Time, Term Time plus 1 week</b>
<b>Salary:</b>	<b>Ark Support Scale 6: Pay Points 19 – 26, £19,446 - £24,105 per annum (pro rata)</b> <b>Actual salary - £16,652.55 - £20,642.28</b>

### **The Role**

There are two aspects to this role:

As the Personal Assistant to the Regional Associate Principal, you will play a crucial role in ensuring they are best supported to lead. In this role, you will assist with the top priorities by providing key administrative support, managing their diary and being involved in a wide range of other projects.

As the Project Administrator you will provide comprehensive administrative support for a regional education project lead by the Regional Associate Principal. This will involve communications with a range of local schools and external agencies, collating information and data from the schools, and managing the project timeline.

### **Key Responsibilities**

- Maintain efficient and effective systems for filing and organising correspondence, ensuring discretion and respecting confidentiality
- Communicate with colleagues and external contacts at all levels of seniority with confidence, tact and professionalism
- Support with managing diaries and appointments
- Deal with all phone calls and personal enquiries efficiently and professionally
- Arrange and assist with meetings as requested, including booking rooms, providing refreshments, preparation of materials and minute taking, in order to ensure their timeliness and smooth-running
- Meet and greet the Regional Associate Principal's visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly and professional environment
- Provide all administrative support for the day to day running of the project
- Establish and maintain efficient administrative systems and processes to support the effective running of the project
- Assist with data management, producing correspondence and reports, sometimes of a confidential nature
- Organise the administrative elements of key events and visits in the calendar
- Maintain a presence around the school to ensure that the highest standards of behaviour are upheld

- Provide general clerical and administrative support for the school
- Provide cover for the reception desk as necessary

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support with other school activities, invigilation and enrichment, when required.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: Personal Assistant/ Project Administrator

## Qualifications

- GCSE at grade C or above in English and Maths (equiv)

## Knowledge, Skills and Experience

- Experience of providing PA or secretarial support to staff
- Experience of running effective administrative processes, preferably in a school environment
- Excellent organisation and time-management skills
- Excellent communication, writing and editing skills
- High level of proficiency with Microsoft Office
- Able to build relationships across a range of stakeholders and anticipate the needs of others
- Able to manage a high volume workload including projects, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Assertive and deadline driven
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Resilient, calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if*

*requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*