

Job Description: Executive Assistant, Ark Start

Reports to: Managing Director

Location: Shepherd's Bush, currently operating an agile working policy with two core days increasing to three days a week with travel to Ark Start sites as necessary around London (currently East Croydon and Clapham Junction)

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Closing date: 19/08/2022

Interviews: w/c 22/08/2022

Salary: circa £40,000 (depending on experience)

Start date: As soon as possible

The Role

Ark Start is at an exciting time in its evolution. We opened two nurseries in South London last year and aim to expand our reach over the coming years. We are looking for someone with the skill, commitment and energy to work in an ambitious and fast-growing charity.

As Executive Assistant, you will be involved in all aspects of the organisation. The successful candidate will excel in a range of different administrative duties including event management, effective diary management skills and the ability to represent senior staff to a range of different internal and external stakeholders. The Executive Assistant will also be responsible for HR administration and support with preparation and minuting of Board meetings.

The role would suit a highly organised individual who would thrive working with a range of different people in a dynamic and fast-growing organisation.

About Ark Start

Ark Start is part of Ark, a children's charity dedicated to transforming children's lives through education. Ark Start is our early years programme aiming to ensure that every child, regardless of background has a joyful, engaging, and secure nursery experience and is ready to start school happily and confidently. We are driven by our values in everything we do: Aim High, Be Brave, Be Kind and Keep Learning.

Key responsibilities

- Manage and keep updated and published the rhythm of the year cycle for meetings and reporting including term dates and other key moments
- Supporting with the organisation and smooth running of training days and events for staff
- Organising and coordinating team meetings, including managing agendas, facilitator slides, handouts, room bookings, refreshments, IT requirements and meeting logistics
- Supporting the managing director with the preparation for and coordination of external meetings, for example, preparing papers, presentations etc
- Diary management for the managing director and senior leadership team (working with other teams within the organisation such as Recruitment, Projects, HR, Development, Data and Governance to schedule internal and external meetings)
- Oversight of the Ark Start annual calendar
- Organising, minuting, and supporting preparation for Board meetings

- HR administration including organising interviews and liaising with candidates, managing the HR system, and ensuring it is up to date, processing and inputting HR information
- Liaising with service providers such as IT to resolve issues
- Organising events for donors / staff as required
- Supporting the Managing Director with internal communications as required
- Working with staff to create high quality marketing materials and support with website management
- Providing other administrative support as required

Person Specification: Executive Assistant

Knowledge and Experience

- Experience providing PA or secretarial support to employees at a senior level
- Experience of running effective administrative processes
- Excellent organisation and time-management skills
- High level of proficiency with Microsoft Packages i.e., Word, Excel, PowerPoint
- Experience in building relationships across a range of stakeholders and anticipate the needs of others

Specific skills

- Excellent communication skills, both written and oral
- Competent with IT and the use of it to analyse data
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Ability to manage up and problem solve in support of a busy Director
- Ability and willingness to learn and develop new skills
- Self-starter with a flexible approach to work

Personal Characteristics

- Team player, with ability to build relationships with a wide variety of stakeholders including demanding internal clients
- Ability to prioritise and manage conflicting demands
- Commitment to doing what's necessary to deliver sustained impact
- Demonstrates resilience and an ability to positively respond to changing priorities
- Willingness to occasionally travel across Ark's network of schools

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; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more