

## **JOB DESCRIPTION**

**Job Title: Education PA**

**Salary:** Point 15- £22,991- point 28 £31,371 (subject to negotiation and experience)

**Accountable to: Director of Education**

### **Position overview:**

The role will be based within the Flying High Partnership (FHP) central team. In our pursuit for excellence in all that we do, as Executive PA, you will provide professional, efficient and effective administration and support to our school improvement team. Our school improvement team consists of our Director of Education and a team of Directors of Quality Assurance and School Improvement (DQASI) who work together to provide quality assurance and school improvement support for our schools. Working alongside the team you will oversee the scheduling of all school improvement activity, attend meetings, produce written reports and collate and present data. This role is essential in our ambition to development the best schools in the universe. As an integrated part of the school improvement team you will have the opportunity to see first-hand the impact of your work and the difference we together make to the lives of children.

### **Aims of the role**

- Scheduling of all school improvement activity across the Flying High partnership.
- Creation of reports, presentations and resources for a variety of audiences
- Complete systematic data collection from all schools and utilise data collected to complete high-level analysis of trust performance.
- High level support and engagement in meetings, to including minute taking and ensuring actions are delivered.
- General administrative support to the Director of Education and DQASI team.

### **Scheduling of all school improvement activity**

- Developing a strategic overview of the year, planning activity to ensure a cohesive and manageable activity
- Utilise the strategic overview to timetable all school improvement activity

- Clearly communicate with schools
- Regular communication with Director of Education and DQASI team
- Plan ensuring that issues and diary pressures are identified early and rectified
- Complete diary management for a team of Directors of Quality Assurance and School Improvement
- Monitoring of activity of lead practitioner team, on direction from Director of Education.
- Working closely with Executive PA to ensure that scheduling considers involvement of DCEO, CEO and governance activity.

#### **Creation of reports and presentations**

- Coordination of the Partnership Review process – scheduling, preparing resources and drafting of the review report. Ensure that reports are finalised and distributed to schools within the allotted time
- Working with the DQASI team to develop reports and presentations for use with a variety of audiences
- Working with the DQASI to prepare appropriate resources for meetings, ensuring that time in meetings is maximised for strategic decision making.

#### **Systematic data collection and high-level data analysis**

- To develop a robust process of collecting both in year and end of key stage data from all schools across the trust, at key points within the year.
- Work with the trust wide assessment system, Scholar Pack, to ensure that we develop efficient processes to collate and represent data for analysis.
- Create templates to present data at a trust, hub and school level
- Extract and input data into a variety of templates, producing bespoke reports for difference audiences

#### **High level support and engagement in meetings**

- Schedule team meetings, ensuring these are regular, efficient and well attended
- Record high quality minutes, ensuring these are finalised and distributed promptly
- Actively engage in meetings, ensuring that actions are clearly identified



- Follow up from meetings, ensuring that identified actions are delivered within an identified timescale

### **General administrative support**

- Travel arrangements and accommodation where required.
- Preparation of expenses for monthly processing.
- Ensure that appropriate stationery is in place for the education team, minimising wastage to ensure we remain cost effective and efficient.
- Engage as an active member of the operations team and wider Flying High Partnership.
- To prepare meeting room and support with preparation for visitors where required.
- Support with general office duties such as answering the phone, ordering stationery, handling mail and keeping the office tidy.

### **Job requirements**

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment at interview (AST).

<b>Education Executive PA - Person Specification</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Education</b>		
GCSE English and Maths at Grade C or above (or equivalent)		AF
To have evidence of continued professional development		AF
Current driving licence and access to own transport	AF	
<b>Experience</b>		
Successful experience of secretarial/PA and or administrative support within a professional organisation	AF/ I	
Experience of working with schools, local authorities and national agencies including the DfE and ESFA		AF
Experience of diary/people management scheduling	AF/ I	
Experience of working within a busy and effective team working to agreed deadlines	AF/ I	

Experience of providing coordination, logistics and administrative support for a range of meetings, networks and/or committees	AF/ I	
Experience of data analysis	AF	
Extensive experience in utilising Excel or other data handling software to support data analysis	AF/ A	
Experience of presenting data dynamically to a variety of audiences	AF/ A	
<b>Skills and Abilities</b>		
The ability to communicate complex information clearly and concisely to a range of audiences	I/ A	
The ability to produce comprehensive minutes and action plans	AF	
Excellent IT skills inc. Word, Excel, PowerPoint and Office 365	AF	
Excellent communication skills written and verbal to enable and promote effective relationships	AF/ I	
Ability to ensure deadlines are adhered to and ensure effective two-way communication within designated supported managers	AF/ I	
Ability to work well with a range of key stakeholders – school leaders, governors, central team and outside agencies and key partners	I	
Able to work independently, flexibly and creatively	AF/ I	
Resilience and determination to ensure that the core values of the Trust are achieved	AF/ I	
<b>Knowledge</b>		
Knowledge of effective PA and administrative systems and processes to enable the effectiveness of the role and wider central Trust team	AF/ I	
Knowledge of school level data		I
Understanding of Scholarpack		I

### Personal specification

- Excellent time management and organisation skills.
- Maintain a flexible approach to tasks they are required to undertake.
- Be proactive and maintain motivation to deliver their role.
- Be a team player and be prepared to support other areas of the Partnership as the work load dictates.
- Excellent customer service.
- Uphold the Trust Behaviours at all times.

- Is passionate about education
- Has excellent communication, interpersonal and organisational skills
- Can work effectively without direction
- Has an eye for detail
- Is willing to roll up their sleeves up and get stuck into the wider Partnership activities
- Is resilient