

MATRIX ACADEMY TRUST
Job Description – PA to CHIEF EXECUTIVE

Arrangement:	Full Time 37 Hours a week
Based at:	Matrix Central Office
Responsible to:	Chief Executive
Salary:	£22,000 to be reviewed after 6 months
Main Purpose:	To support the Chief Executive and provide all aspects of a comprehensive business support service.
Main Activities:	<ul style="list-style-type: none"> • To undertake full administration duties to the highest level of accuracy, speed and confidentiality. • The preparation of all meetings, events, conferences and all relevant paperwork. • Minute taking as needed. • Liaising with Trustees, Headteachers and Managers as required. • Maintenance of the Chief Executives filing systems in both electronic and hard copy and the provision of confidential documents and files as required to support the effective management of the Trust. • To compile and co-ordinate appointments and meetings for the Chief Executive's diary. • To sort and prioritise all enquiries, screening and direct phone calls to answer queries on behalf of the Chief Executive. • Receiving of visitors on behalf of the Chief Executive and arrange hospitality. • To undertake research for the Chief Executive, prepare reports, responses and statistical information as required. • To attend conferences and events as required.
Skills and Knowledge	<ul style="list-style-type: none"> • Competent use of all Microsoft packages • Energy, strong interpersonal skills and a “can do” attitude. • Self-motivated and ability to deal with a fast paced environment. • Excellent written and verbal communication skills. • Handle confidential and sensitive correspondence and information.

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Personal Specification – PA to CHIEF EXECUTIVE

Personal Attributes	
1. Physical	<ul style="list-style-type: none">• Reasonably fit and healthy as the post requires some physical exertion.• Maintain a good standard of personal presentation.
2. Qualifications	<ul style="list-style-type: none">• Educated to A level standard.• An excellent level of literacy and numeracy.
3. Experience	<ul style="list-style-type: none">• Experience of providing effective and efficient PA support.• Experience of working in a school environment.• Handling confidential and sensitive correspondence and information.
4. Skills and Knowledge	<ul style="list-style-type: none">• Competent use of all Microsoft packages.• Excellent written and verbal communication skills.
5. Personal Circumstances	<ul style="list-style-type: none">• The ability to be flexible in fulfilling contractual hours.
6. Disposition and Personal Characteristics	<ul style="list-style-type: none">• Dependable and reliable.• Able to work readily with others but also to work in isolation at times.• Energy, strong interpersonal skills and a “can do” attitude.• Self-motivated and ability to deal with a fast paced environment.
7. Legal Requirements	<ul style="list-style-type: none">• Clear Enhanced Disclosure Barring Service check required.• Must not be prohibited from working with children.
8. Other Requirements	<ul style="list-style-type: none">• Driving Licence• Endless patience and a sense of humour.