

MATRIX ACADEMY TRUST

Personal Assistant to CFOO

Arrangement:	Hours and arrangements to be discussed at interview. Opportunity for part time or full time to be discussed at interview.
Salary:	Scale Group 10 Spine Point 37-40
Main Purpose:	To provide an efficient and professional PA service to the Chief Financial and Operating Officer. Provide administration support for the Trust and Head Office to enable the delivery of a professional and efficient administrative service.
Main Activities:	<p>Personal Assistant to CFOO responsibilities:</p> <ul style="list-style-type: none"> • Maintenance of the CFOO 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 CFOO's diary. • Check and reply to emails, both own and assisting with the CFOO's inbox. • To sort and prioritise all enquiries, screening and direct phone calls to answer queries on behalf of the CFOO. • Receiving of visitors on behalf of the CFOO prepare meetings/events and arrange hospitality. • Assisting the CFOO to prepare written responses to external agencies e.g. ESFA. • Preparation of paperwork e.g. for Trust Board meetings, central key performance indicators. • Regular meeting with CFOO for signing, post and exchange of information. Being proactive in exchanging this information. • To liaise with Trust Board, staff, external agencies and other schools as required. • To arrange meetings for the CFOO with members of staff across the Trust. • To make the CFOO aware of any urgent issues that may need immediate attention. • To organise arrangements for meetings such as Central Team including collating agenda items, minute taking and following up actions from meetings with staff. • Assisting the CFOO with meeting deadlines for statutory returns by collating data. • To undertake full administration duties to the highest level of accuracy, speed and confidentiality. • The preparation of all meetings, events, conferences and the relevant paperwork. • Manage governance documents on behalf of CFOO e.g. finance and operations governance assurance. • Undertake any necessary reconciliation. • Assist with diligence checks. • Minute taking as needed. • Travel to different sites as required by the CFOO

	<p>Other administration responsibilities:</p> <ul style="list-style-type: none"> • Respond to daily post and internal correspondence. • Answer incoming calls to the main reception line, answering queries and directing enquires promptly. • Checking there is a high level of quality and accuracy in all the documents produced by the Admin support team. • Manage the head office working environment. • Place necessary orders for the head office and look at contracts to maintain a good working environment. • Helping to organise Trust wide events and occasions liaising with the local press and external agencies where required. • Support members of the Central Management Team with letters and administration where required. • Ensuring that all department's documentation is kept securely and confidentially, offering solutions and assistance where required. • Filing, archiving and shredding of confidential information for Central Management Team. • Driving a paperless filing system by assisting with existing files moving to being electronic. • Producing and maintaining a social diary for Head Office staff to support wellbeing and teamwork including Charity Events. • Maintaining and taking bookings for the Head Office conference room, including ensuring it is kept tidy after meetings. • Manage and monitor stationery and office supplies for Head Office staff, placing orders when required. • Take a proactive role in team morale in the Head Office.
<p>Additional duties:</p>	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Appreciate and support the role of other professionals. • Participate in training and performance development as required. • Any other duty as deemed appropriate to the post by the CFOO.

This job description may be amended at any time, following consultation between the CFOO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The CFOO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

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Person Specification – Personal Assistant to CFOO

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Other relevant qualifications e.g. Level 3 Business Administration	D	A/I/S
Experience and Knowledge		
Experience of working within a similar administration/Personal Assistant role	E	A
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Familiar with office equipment e.g. phone systems, copiers	E	A/I
Working within a school or fast paced environment	E	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management and organisational skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I
Ability to adhere to strict deadline dates	E	

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).