



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION Finham Park MAT

Job Title	Executive PA
Grade	Grade 5 (£24,496 - £30,151)
Status	Permanent – All Year Round/Term Time Only Plus XX Weeks

Job Purpose

This is an exciting opportunity for an experienced administrator to join the Finham Park Multi Academy Trust central team as a Personal Assistant. The position will support the Deputy CEO and Business Director and provide efficient administrative support to the central leadership team. The successful candidate will be a reliable, organised and skilled administrator, able to assimilate information quickly and communicate with various internal and external stakeholders.

Duties and Responsibilities

- to provide comprehensive administrative support to the Deputy CEO, Business Director and central leadership team
- to manage the diaries of the Deputy CEO and Business Director using Microsoft Outlook
- to set up and co-ordinate meetings, provide meeting support including greeting visitors and taking comprehensive minutes
- to maintain key documentation and records as required
- to deal with telephone and written enquiries and information requests
- to update the Trust website ensuring compliance with statutory obligations
- to undertake ad hoc projects as required

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

