

Job Description

Post: Personal Assistant to the Finance & Resources Director
Location: Holybourne
Responsible to: Executive Assistant & Quality Manager
Hours: 4 days (30 hours) per week Full year

Main purpose of the role

Provide efficient and confidential administrative support to the Finance and Resources Director (F&RD), the wider Treloar's management team and the wider administrative function, as required. The range of duties will include, but are not exclusive to, the following areas.

Key responsibilities

- Management of the F&RD's diary, and to have a wider understanding of Senior Managers diaries as required.
- Screen telephone calls, enquiries and requests on behalf of the F&RD, and deal with them as appropriate and as agreed with the F&RD.
- Respond to email and letter correspondence on behalf of the F&RD and as directed.
- Arrange meetings, meeting rooms, refreshments and travel arrangements for both internal and external meetings with a range of internal and external stakeholders at all levels of the organisation.
- Management of the following meetings, to include; collation of agenda items, create and circulate agenda and relevant papers and reports, take and circulate the minutes recording appropriate actions as agreed, maintain action lists and chase for updates as appropriate:
 - General Purposes Committee
 - Finance and Investment Committee
 - Risk and Compliance Committee
 - Leadership Team (TLT)
 - Staffing Committee
 - Business Senior Management Team
 - Bursary Committee
 - Staff Consultation Group
- Oversee meeting room bookings.
- Oversee timely responses to data requests as directed by the FRD.
- Administering insurance claims and liaison with the insurance broker. Collating support material for the annual renewal.
- Have an awareness of the matters arising within the organisation and bring them to the attention of the F&RD or CEO as appropriate.
- Administer the annual Staff Long Service Awards Scheme, and the 16-19

Bursary Scheme in collaboration with the Admissions Office and Finance Department.

- Maintain the telephone directory and pigeon-holes.
- Maintain the Trust Policies and Procedures in line with their renewal dates.
- Administer licences.
- Co-ordinate communications to staff and Treloar Leadership Team as required
- Establish clear & appropriate relationships with administration Teams across the organisation.
- Liaise closely with the EA to the CEO to ensure that local administrative tasks are carried out.
- Develop and maintain positive relationships with external stakeholders, such as peer organisations, Local Authorities, and funders.
- Assist with the co-ordination of the HR processes to ensure the F&RD and other senior managers are compliant, such as with PDR completion and mandatory training requirements.
- Assist the Finance Department and F&RD with the preparation of letters and tenancy agreements for Campbell Court and apartments at Rivermead.
- Support colleagues in ensuring visits by external stakeholders run smoothly.

Other

- Delivery or coordination of one-off projects in support of CEO, F&RD, or other member of Treloar Leadership Team, as required.
- During absence, including during the holiday periods, provide cover for the Assistant Clerk and the EA to the CEO.

General Requirements

- Be flexible over the structure of the work and prepared to take on different tasks as required.
- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may, from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands. Treloar Trust October 2024.

PA to the Finance & Resources Director

MINIMUM	DESIRABLE
<p>Qualifications</p> <ol style="list-style-type: none"> 1. Relevant high level secretarial / business administration qualification or proven equivalent experience. 	<ol style="list-style-type: none"> 1. Good educational qualifications – possibly to degree level.
<p>Knowledge and Experience</p> <ol style="list-style-type: none"> 1. Proven experience of working as a PA or senior administrator at Director level for a comparably sized or complex organisation. 2. Internal and external stakeholder management at a senior level. 	<ol style="list-style-type: none"> 1. Experience of an educational and/or charity setting.
<p>Skills and Abilities</p> <ol style="list-style-type: none"> 1. High level of knowledge of Microsoft Office suite. 2. Effective verbal & written communicator: <ol style="list-style-type: none"> a. articulate, b. good vocabulary, spelling and grammar, c. able to compose letters and other communications in appropriate styles, d. rigorous attention to detail. 3. Ability to research & use initiative. 4. Ability to listen actively and track key issues for minutes and action lists. 5. Effective meeting management, including collating of agenda items, minuting, maintaining action lists, and obtaining updates to actions. 6. Able to anticipate, plan ahead, prioritise and follow-up. 7. Adaptable and responsive to changing priorities. 8. Demonstrable evidence of problem solving. 	<ol style="list-style-type: none"> 1. Experience of project management or proven ability to manage a project.
<p>Personal Qualities</p> <ol style="list-style-type: none"> 1. Organised and self-motivated. 2. Experienced at using own initiative. 3. Totally discrete and clear about the importance of confidentiality. 	<ol style="list-style-type: none"> 1. An understanding of the challenges that young, physically disabled people face.

<ul style="list-style-type: none"> 4. Professional, welcoming and approachable. 5. Dependable and resilient. 6. A commitment to inclusivity in the workplace. 7. Able to remain calm under pressure. 8. able to deliver messages with tact & diplomacy. 9. Calm & supportive manner. 10. A commitment to promoting and safeguarding the welfare of students. 11. Able to deal with people at all levels with sensitivity. 	
<p>Physical Requirements</p> <ul style="list-style-type: none"> 1. Smart, professional appearance 2. Ability to work for prolonged periods at a computer screen. 	
<p>Personal Circumstances</p> <ul style="list-style-type: none"> 1. Willingness to work, occasionally, beyond normal office hours. 	
<p>Treloar Trust is committed to safeguarding children, young people and vulnerable adults.</p> <p>All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks.</p>	

If you have not heard from us within three weeks of the closing date, please assume you have been unsuccessful. Thank you for your interest.