



Diocese of Brentwood

PA/Executive Assistant to the Director of Education

(3 or 4 days per week) – Between Monday to Friday

09.00am to 4.30pm – 21 or 28 hours per week - 42 Weeks a Year)

Salary range £24,785 - £26,148 (pro rata) depending on experience (plus 10% pension contribution).

Reporting directly to the Diocesan Director of Education

JOB DESCRIPTION

The main purpose of the role is to provide PA and Administrative Support to the Director and Deputy Director of Education at Brentwood Diocesan Education Service. When advertised the role required previous PA and/or Senior Secretarial experience, excellent interpersonal, organisational and communication skills with a professional but cheerful demeanour.

The Role within the Education Department

- *Maintaining and updating essential school and governor records using office systems such as Excel and Dio-Sys.*
- *Dealing with incoming emails, letters and phone calls.*
- *Corresponding with external parties on behalf of the Director and Deputy Director.*
- *Type confidential correspondence, reports and documents from dictation.*
- *Prepare draft replies where appropriate to Local Authorities, Teaching Unions and the Catholic Education Service.*
- *Proof read reports, letters and presentations.*
- *Filing correspondence and, when necessary organise archiving.*
- *Regular diary management for the Director.*
- *Assisting the Director and Deputy Director in preparation of materials for meetings, presentations and training events.*
- *Coordination of specific meetings and events.*
- *Support the preparation and organisation for annual conferences run by the Education Department.*
- *Creation of Pro-Forms on line booking forms, course feedback forms and certificates for CPD provided by BDES*
- *Managing travel, venue and accommodation arrangements.*
- *Production and distribution of minutes from six meetings of BDES Team and six Diocesan Board of Education Meetings annually and CAO meetings*
- *Liaise with CES re Annual Census and data returns as appropriate.*
- *Prepare annual BDES entry for the following year's Diocesan Directory.*
- *Providing occasional administrative support for the Land and Buildings Officer.*
- *Preparation of resources for Land and Buildings Workshops run across the Diocese.*
- *Co-ordination of Brentwood School information on the Academies Land and Buildings Collection Tool for Department for Education (DfE).*
- *Arranging meetings for the Land and Building Officer with individual schools and external consultants.*

- *Identification and organisation of land registry documents on relevant BDES system.*
- *Creation of termly land and building newsletter for schools.*
- *Development of land and buildings website resources.*
- *Photocopying, ordering stationary and organising the production of professionally produced resources for use with schools.*
- *Meeting and greeting visitors to the department.*
- *Organising refreshments for guests and meetings.*
- *Support other members of the admin team and finance team where relevant eg with monthly expenses*
- *Any other reasonable requests made by the Director to support the smooth running of the Department.*
- *School Governors– letters for appointments/reappointments, liaising with schools, Chairs, clerks and parish priests.*

PERSON SPECIFICATION

Essential skills/abilities

- *Excellent Microsoft Office skills – including Excel, Word and PowerPoint*
- *Excellent IT skills in BDES systems Dio-Sys and Pro-Forms*
- *Ability to communicate with confidence at all levels*
- *Superb organisation and time management skills.*
- *Punctual, reliable and able to maintain confidentiality at all times*
- *Ability to plan and prioritise in a busy working environment*
- *Ability to multi-task, often under time pressure*
- *Accuracy and attention to detail*
- *Ability to organise and develop sustainable solutions in order to improve what we do*
- *Professional approach with excellent interpersonal skills*
- *Proactive and logical with the ability to stay calm when under pressure*
- *Ability to manage hospitality for meetings and events/functions throughout the year*

Essential attributes/experience

- *Relevant experience of Diary Management*
- *PA or Senior Secretarial Experience*
- *Enthusiastic and proactive*
- *Genuine Integrity, reliability and trustworthiness*
- *Generosity of spirit*
- *Flexibility – a willingness and ability to embrace change and work hard*
- *Commitment to executing at speed, seeing things through – to the highest standards*
- *A passion for detail and accuracy*
- *Willingness to step in to support fellow team members, as well as ability to work on one's own*
- *Curiosity and a desire to learn and develop – always wanting to improve*
- *Evidence of an enquiring mind*
- *Commitment to finding solutions*
- *Energy, stamina, resilience – and a sense of humour*
- *Disciplined approach to following up on outstanding queries*

- *Tact and courtesy*
- *Understanding of, and empathy for, the mission and ethos of the Catholic Church*

Qualifications:

- A minimum of 5 Good GCSE's particularly in the core subjects of English, Maths and Science.
- Additional higher or professional qualifications would be desirable but not essential.
- Full driving licence would be an advantage.

*Please send a CV and a covering letter, highlighting how your skills and experience match the job description and person specification, to recruitment@dioceseofbrentwood.org **by 1:00pm Friday 10th June 2022, with interviews and tasks to take place on Friday 17th June 2022.***

May 2022