

East Park

Job Description

Job Title:	Administrative Personal Assistant (Admin PA)
Responsible to:	Finance Manager
Responsible for:	Clerical Assistant
Pay Scale:	£27,288 - £30,938 per annum
Working Environment:	Internal
External Contacts:	Local Authorities, Families / Carers, External Partners
Date of Last Review	September 2024

JOB PURPOSE

To provide support to ensure the smooth running of the administration function across East Park.

- Provide a range of administrative support to the Executive Director, SMT and the Board of Trustees.
- Management of Board documents
- Prepare reports and papers for SMT, Board meetings
- Minute taking for SMT, Board, H&S, Staff Consultation, any Short Life Working Groups and any other meetings as required
- Lead in insurance claims
- Lead in framework tenders
- Schedule meetings, produce agendas
- Research for historical enquiries
- Supervisory responsibilities for Clerical Assistant
- Completion of monthly/quarterly surveys
- Cover Clerical Assistant duties on their non-working days
- Reception cover when required
- Archiving and organising of confidential shredding 2-3 times annually
- Any other tasks as required by Executive Director, SMT, Board

Skills Required

- Understanding of Board governance and responsibilities
- Experience in providing Executive support
- Handling confidential and sensitive issues
- Proficiency with Microsoft Office
- Minute-taking skills
- Organisational and multitasking abilities
- Experience in handling varying workloads and priorities
- Aware of GDPR legislation

GENERAL RESPONSIBILITIES

- Any other duties as directed by the Finance Manager or SMT
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

Please note this Job Description is non-exhaustive and may be amended at any time.

Person Specification

JOB TITLE Administrative Personal Assistant (Admin PA)

KEY FACTORS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> HNC or equivalent in a relevant subject, or significant office administration experience 	<ul style="list-style-type: none"> ECDL
Work Experience	<ul style="list-style-type: none"> Relevant office administration experience Experience in monitoring systems and procedures Experience of working in a customer facing environment Experience in compiling information for various periodic returns e.g. SMT / Head of Dept / External Partners 	<ul style="list-style-type: none"> Experience in education and/or care working environments Experience of working in a charity
Knowledge	<ul style="list-style-type: none"> An awareness of children's rights An understanding of the roles of a variety of disciplines working with children and young people e.g. social work, health, education. Knowledge of current child care and child protection legislation and practice 	
Expertise & Skills	<ul style="list-style-type: none"> Able to manage and prioritise own workload Ability to work to agreed timescales Able to effectively engage with all colleagues and promote their involvement in the life of East Park. Strong IT skills Strong verbal communication skills Able to work effectively as part of a team 	<ul style="list-style-type: none"> Good presentation skills Knowledge of Data Protection
Personal Qualities	<ul style="list-style-type: none"> Results orientated, energetic and self-motivated Good time management Diplomatic, courteous and professional manner Conscientious in attention and application to detail 	<ul style="list-style-type: none"> A genuine commitment to equality and diversity Willingness to undertake any necessary training to update skills as and when required
Other	<ul style="list-style-type: none"> Flexibility in work settings – may be required to visit any East park site Commitment to continuous improvement and continued professional development 	