

- Job Title:** Personal Assistant and Office Support
- Reports to:** Director of Operations
- Job Location:** AGBIS Head Office, Welwyn, Hertfordshire
- Job type and hours:** Permanent, 20 hours per week, term time only.
- Salary:** £10,165 for the part-time post (full time equivalent salary of £25,000)

**The Role:**

Applications are sought for the position of Personal Assistant to the Chief Executive at AGBIS. The position is part time for 20 hours per week, during term time, the specific working hours will be agreed with the successful candidate.

As Personal Assistant to the Chief Executive, you will be responsible for providing high quality administrative support. You will play a critical role in ensuring the Chief Executive's day runs smoothly, maintaining a high level of efficiency and dependability. You must be professionally presented and personable, showing initiative and a sense of urgency to achieve results.

To be successful in this role, you will need strong secretarial skills supported by proven Personal Assistant experience. You should be professional, organised and have excellent verbal and written communication skills. The ability to maintain discretion and confidentiality is also essential for this role.

This is an excellent opportunity for someone who takes pride in their ownership and reliability as a professional Personal Assistant. You will receive a competitive salary and benefits package.

**Application process:**

Completed applications are to be submitted by email to: Rachel Cooke, Director of Operations at [ops@agbis.org.uk](mailto:ops@agbis.org.uk) consisting of:

- 1) A covering letter/supporting statement (maximum of 600 words) outlining how you meet the seven core skills listed in the person specification. Where possible please provide examples relating to your previous experience.
- 2) An up to date CV, including salary levels, plus the names and contact details of two professional referees (all referees will need to be current or former line managers).

Closing date: Wednesday 24<sup>th</sup> October 2018

Equal Opportunities: AGBIS is committed to equal opportunities and non-discrimination on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. AGBIS aims to ensure equality in recruitment and employment.

**Person specification:**

**Core Skills:**

1. Confident user of Microsoft Office, especially Word, Excel and PowerPoint
2. Excellent organisational skills, together with the ability to work in a busy environment and to meet deadlines
3. Discreet and enthusiastic; able to work on own initiative, as well as the ability to get on well with people
4. Accurate keyboard skills, outstanding verbal and written communication skills and proof reading
5. Previous Personal Assistant experience
6. To provide a quality service to our members
7. An understanding of the UK education sector; knowledge of independent schools sector would be an advantage

**Salary and benefits:**

- Working hours of 20 hours per week (specific working hours will be agreed with the successful candidate)
- Term time only (15 weeks leave per annum for school holidays plus statutory bank holidays)
- Fixed salary of £10,165 for the part-time post (full time equivalent salary of £25,000)
- Access to pension scheme – AGBIS employer contribution of 10% of salary
- Access to medical insurance
- The post-holder will be appraised on a regular basis and specific training and development opportunities will be agreed

**Key duties and responsibilities:**

- To provide general administrative support to the Chief Executive and head office team as required including filing, telephone answering, scanning, photocopying, preparing board packs for trustees.
- Managing the Chief Executive's diary and appointments, responding appropriately to a wide variety of invitations on behalf of the Chief Executive.
- To undertake receipt and expense claim reconciliations for the Chief Executive ensuring all relevant information and backup is provided.
- To ensure that the Chief Executive has correct briefings, information, documentation, etc. needed in plenty of time prior to meetings.
- Managing enquiries, including those made by members by phone or email and taking clear messages for the Chief Executive and management team to act upon.
- To deal with incoming and outgoing mail, acknowledging incoming mail as appropriate and dealing with enquiries.
- Supporting the Administration Manager with preparation of packs for training seminars and other events.
- Supporting the Accounts and Communications Manager with managing the administration of website logins and e-learning access for members.
- Maintain electronic records including updates to the membership database as required.
- Providing other adhoc administrative duties for the head office team as required.