

JOB DESCRIPTION

POST TITLE:	Executive Office Administrator
POST RESPONSIBLE TO:	Executive Assistant to the Chief Executive Officer
SALARY:	Grade 5 SCP 7 to 13 – Full Time Equivalent to £20,444 to £23,023
HOURS:	37.5 hours per week, term time only (39 weeks per year) - variable (must be willing to work flexibly across all locations within the Trust)
TERM:	Fixed Term – until 31 st August 2022
CLOSING DATE:	Monday 24 th January 2022
START DATE:	As soon as possible

JOB PURPOSE

To support the Executive Assistant to the CEO in the day-to-day running of the WMG Academy Executive Office and to provide outstanding proactive administrative support to the Chief Executive Officer and wider senior team.

DUTIES AND RESPONSIBILITIES

- Handle sensitive and complex issues in a professional and objective manner at all times.
- Work flexibly to meet agreed deadlines and targets.
- Take initiative in the absence of the Executive Assistant to ensure continual professional support is available to the CEO at all times.
- Deal with correspondence and phone calls, organising emails and responding on the Chief Executive's behalf, where appropriate and within agreed parameters.
- Support the Executive Office by maintaining office systems, data management and filing and ensuring the office spaces are tidy and organised, conducive to efficient working practices.
- Support with the proactive management of the Chief Executive's diary to maximise efficiency and ensure demands of the Chief Executive's time are triaged and prioritised appropriately and organise travel and accommodation as required.
- Organise meetings and appointments on the Chief Executive's behalf and attend and participate as required with a range of internal and external stakeholders. This may involve producing agendas, minutes, arranging catering or travel and meeting and greeting visitors at all levels of seniority.
- Provide administrative support for the human resources function within the Trust.
- Provide administrative support for the data protection function within the Trust.
- Provide administrative support for the governance function within the Trust.
- Miscellaneous tasks to support the Executive Office, which will vary day to day; e.g. undertaking research and analysis for Trust projects, governance reporting etc.
- Act as a courteous point of first contact and respond the internal and external enquiries within agreed parameters and escalate matters to the Executive Assistant accordingly.
- May be asked to support and cover other administration posts as required.

General Duties

- To uphold the vision and values of the Trust in every aspect of the role;
- To lead by example and model the highest professional standards to staff, students, parents and partners in all aspects of the role;
- Working with other colleagues, play an active role in delivering WMG Academy Trust priorities, culture and vision;
- To contribute to the development plan for the WMG Academy Trust;
- To meet regularly with your line manager and be accountable for your own performance management;
- To attend meetings as required;
- To ensure effective use of resources to the benefit of all staff and students;
- To comply with health and safety rules and legislation, ensuring the safety of students and staff at all times;
- To comply with all policies and procedures of the WMG Academy Trust.

Any other duties commensurate with the level of this post and as directed by the Chief Executive Officer and your line manager.

PERSON SPECIFICATION FOR PERSONAL ASSISTANT TO CHIEF EXECUTIVE

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E)
QUALIFICATIONS	
GCSE (or equivalent) grade C or above in English and Mathematics	E
Evidence of continuing professional development	E
Educated to A Level/Level 3	D
EXPERIENCE	
Experience in researching data/information, production of reports and presenting the findings using a range of computer software.	D
Demonstrable experience in producing high quality professional communications, especially accurate editing and proof reading.	D
Communicating and working effectively and confidently with senior colleagues whilst maintaining confidentiality.	D
Experience of assisting and supporting at a high level within an organisation	D
KNOWLEDGE AND SKILLS	
Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts, both internal and external to the Trust.	E
Ability to organise and plan own work.	E
Excellent attention to detail, with the ability to maintain a high level of accuracy.	E
A flexible, pro-active approach to work including the ability to prioritise and re-prioritise.	E
Ability to work on own initiative.	E
Ability to deal with sensitive information with discretion and to maintain confidentiality	E
Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint.	E
The ability to present information in an accurate and appropriate format	E
PERSONAL ATTRIBUTES	
Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high-profile contacts	E
Willingness to work flexibly occasionally having to work early or late to meet the demand of the role	E
Ability to work under pressure and meet deadlines	E
Flexibility and adaptability	E
Enthusiasm, optimism and energy	E
Ability to prioritise a busy and varied workload to meet strict deadlines with minimal supervision	E
Personal ambition with the desire to progress into an Executive or Personal Assistant role	E

All offers are subject to clearance of references and enhanced DBS checks

FURTHER PARTICULARS

“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important.”

The late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the MAKE UK, Coventry and Warwickshire Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

WMG Academy Coventry was rated 'Good' by Ofsted in 2017 and WMG Academy Solihull was rated 'Good' by Ofsted in 2019.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and free option subjects, such as art, computer science and business studies. In addition, all Key Stage 4 students can follow additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can opt to study 3 A Level subjects, Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level or a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, Business, ICT and Science and students can mix qualifications to suit.

Our vision

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

WMG Academy for Young Engineers Coventry

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry has a highly successful sixth form, which is consistently at the top of the post-16 performance tables for the city.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm timetable (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

WMG Academy for Young Engineers Solihull

Opened in September 2016, the Solihull Academy boasts over £2M of specialist equipment and ICT and currently has over 400 students on roll. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complemented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull, and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

The Role

The WMG Academy Trust are seeking to appoint a highly professional and adaptable individual to support the Executive Assistant to the CEO in the day-to-day running of the WMG Academy Executive Office and to provide outstanding proactive administrative support to the Chief Executive Officer and wider senior team.

We are looking for a different kind of business support professional who wants to be at the cutting edge of the education revolution, working differently alongside employer partners and a team of outstanding teachers, governors, parents and students. We are bringing the curriculum to life with an innovative approach using real life business problem-solving skills and embracing business-like learning behaviours.

The successful candidate will deliver professional administrative services to senior leaders across the WMG Academy Trust. WMG Academy for Young Engineers Trust is led by the CEO, Kate Tague and a Board of Trustees, chaired by Mike Wright.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.

For an informal conversation or for more information please contact the Executive Assistant to the CEO by email to e.harries@wmgacademy.org.uk or by calling 0121 289 3556 and asking for Ethan Harries, Executive Assistant to the CEO.