

JOB DESCRIPTION

Job Title: **Personal Assistant (PA)**

for the Executive Officer (Chair) / CEO / Principal Teacher

Line of responsibility:

The CEO's PA will be directly responsible to the CEO/Principal Teacher. They will also work closely with the Executive Committee of **Abundance Centres (UK) Development Trust** and all its sub-structures (committees, teams, agents, Member Trusts etc).

Purpose of Job / Key objectives:

The CEO's PA is responsible for:

- Ensuring that the CEO is fully supported in all aspects of her/his work including confidential matters, diary management and general secretarial / administrative duties;
- Advising on compliance with legislation and guidance, for example, local and central government policies / statute updates, out Trust's core policy's, data protection, Freedom of Information Act, Trust governance, professional body compliance,
- Supporting and encouraging the Trust's ethos and its objectives, policies and procedures.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the CEO. Please note that the post holder may be required to work outside of normal Trust working hours for extended Trust status activities, Trust events, meetings and emergencies. The role also involves travel between the Member Trusts within the Trust as required.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the Trust's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- The maintenance of confidentiality is critical, as is correct alignment to the Trust's strategies

and service tactics.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Job specification:

Operational

- S/he will have interests in community and family development matters, particularly focused on BAME communities' equalities needs; valuing highly the removal of inequalities in educational achievement and the advancement of culturally enriched high quality educational experiences tailored to BAME aesthetics and learning modalities.
- S/he shall establish and maintain good relationships with all members; students and parents/carers, colleagues, Member Trust Executives, suppliers, contractors and other professionals.
- S/he shall provide efficient administration and secretarial assistance to the CEO.
- S/he shall manage the CEO's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements.
- S/he shall open, sort and distribute the CEO's mail including electronic mail, advising on any urgent matters.
- S/he shall organise meetings, conferences and events (internal and external) on behalf of the CEO, including refreshments and taking minutes as required.
- S/he shall maintain a file of all Trust policies, advising the CEO when they are due for review and/or are due to be updated due to changes in legislation/guidance.
- S/he shall maintain accurate records for projects' senior leadership teams (SLT) and staff meetings, distributing agendas, minutes and other relevant documentation as required.
- S/he shall undertake administrative duties for the senior leadership team.
- S/he shall liaise, with the agreement of the CEO, as required with Trust Executive Members, staff (teaching, support and others), members (students including parents/carers) on behalf of the CEO.
- S/he shall liaise with professional bodies, outside agencies, other Trusts and organisations etc., and attend to queries as required by the CEO.
- S/he shall work with our human resources to co-ordinate advertising and articles relating to the Trust in educational publications, the local and national press.
- S/he shall, on behalf of the CEO, liaise with outside agencies on ad hoc projects involving marketing, designing and printing Trust related publications.
- S/he shall oversee and be responsible for the circulation of incoming mail and outgoing post including governors' mailings, taking appropriate action as necessary.
- S/he shall act, in association with the CEO, as the point of contact in relation to any

- complaints received, referring matters to appropriate members of staff when required.
- S/he shall assist in the collation and preparation of statistics, management information and reports as required by the CEO and other Executive Members / the trustees, auditors, local authorities, and other statutory agencies / offices.
- S/he shall assist in the setting up and maintaining of archive files and historical data.
- S/he shall assist the CEO and other Executive Members / the trustees in the coordination and delivery of key administrative tasks/events.

Administrative:

- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall undertake responsibility for all necessary administration relating to areas within her/his remit.
- S/he will ensure the website is maintained, up-to-date and meets all current requirements.
- S/he shall ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- S/he shall process, input, extract and analyse information from Trust's database / client relationship and project management system/s.
- S/he shall ensure compliance with data protection regulations.
- S/he shall take minutes/notes in meetings, including meetings outside normal working hours as required, and circulate associated information.
- S/he shall answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
- S/he shall deal with correspondence promptly and as required.

General:

- S/he shall attend Trust events as required.
- S/he shall participate in Trust emergencies as required, including co-ordinating arrangements, locating members / students and staff, providing contact details and completing necessary documentation.
- S/he shall work with the Trust's human resources (personnel) to arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- S/he shall attend training sessions and meetings as required.
- S/he shall keep up to date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues as appropriate.
- S/he shall support the CEO in advising the governing body and its committees as appropriate, in association with the relevant focus teams / departments.
- S/he will have interests in community and family development matters, particularly focused on BAME communities' equalities needs; the removal of inequalities in educational achievement and the advancement of culturally enriched high quality educational experiences.
- S/he shall seek, consider, and act upon professional support and advice as required.

Abundance Centres (UK) – uLearn Naturally Learners' Co-operative

Key conditions of service

Location:	Abundance Centres (UK) Chestnuts Community Centre, 280 St Ann's Road, London N15 5BN
Hours:	35 hours per week, including some evenings and weekends. Days/hours to be agreed.
Contract:	tbc
Salary:	£18K per annum pro rata
Leave:	25 days pro rata
Probationary period:	3 months

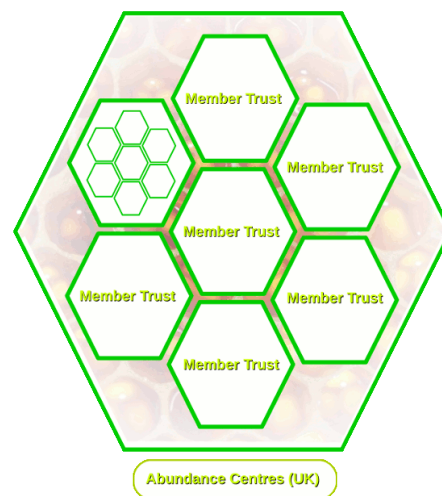
More Info on The Trust

The Abundance Centres (UK) Development Trust [referred to as The Trust] is a constituted organisation (not-for-profit company) operating as a social enterprise. We are a pioneering community-led learners' co-operative focused on improving the educational, physical and social well-being of children contextualised within family and community. We also trade as uLearn Naturally Learners' Co-operative.

Complementing our values of education and well-being, we are determined to work holistically thus valuing high quality leisure and relaxation time, intelligent play, mindfulness and social networking. We know these to be typically under realised integrals to life-long learning, they are evidenced to enable truly increased consciousness, competencies and social cohesion for both children and adults.

The nature of our co operative constitution has allowed us to bring together many leading organisations (similar to the mode of a consortium), thereby bringing the benefits of a broad range of expertise and experience. As a not-for-profit company we will continue to refine our governance structures to achieve our cooperative aims perfectly, offering an increasingly broad range of support services and products to our Member Trusts.

In general the objectives of the Trust are to carry out activities which benefit the communities of UK and members of the Trust in regard to true community engagement, family directed learning and personal development in the realms of education, well-being and social networking. In particular, our mission is to establish and maintain centres of service with the principles and general intention of bringing about community engagement, creativity, cross-curricular learning and/or unified ways of coming to know that which specifically enables and enriches the learning of the sciences and maths through the arts, intelligent play and the dissemination of wholistic pedagogical (learning) practices.



Abundance Centres (UK) – uLearn Naturally Learners' Co-operative

Membership to this Umbrella organisation:

Community groups and associations can become members (Member Trust) of the umbrella organisation Abundance Centres (UK) Development Trust. Membership expands and enriches our network of community-led learners' cooperatives strengthening our capacity to secure resources and strategic advantage for them and the collectives they serve. The general public may also become members through our direct uLearn Naturally Learners' Co-operative courses, services and products.

The Trust provides general guidance and support on matters of best practice, policy and intelligence regarding relevant local, national, European and global issues and developments. For Member Trust status, access to these services and products, and strategic advantages each Member Trust is charged a nominal or fixed membership fee (which is reviewable), payable on a quarterly term (3 monthly) basis or other such terms as the Trust may periodically determine.

Member Trusts are independent organisations with their own powers of sovereign governance, they are NOT branches, franchisees, subsidiaries nor joint-venture partners of Abundance Centres (UK). This said all guidance and directives we issue must be considered carefully by Member Trust's Executive Committees.

The specific benefit of our overall ethos, stated above, which we bring to our projects and programmes is that we effectively:

- contextualise nature through creative pedagogies to best bring out core knowledge, freedom of expression and well-being from learners; peace, mindfulness, principled living, productive capacities, healthfulness, humanity (dignity).
- support the learning of children and families of all backgrounds within respect of their family and community cultures.

Currently there is much evidence to point to the need for more creative approaches to education to honour real learning potentials, the need to make intelligent play and culturally sound early learning experiences relevant to our rapidly changing society is of utmost importance in the growing call for social justice and the removal of systemic inequalities.

Towards communal long-term advantage we work to refine and build up study groups, management teams and networks, drawing upon London wide talent, national and even international experience, with a view to bringing systematic enrichment everywhere within our national (UK) remit and beyond.