



Job Description

Organisation:	Luminate Education Group
Core Job Role:	Senior PA to the Executive Leadership Team
Job Title:	Senior PA to the Executive Leadership Team
Reports to:	Head of Executive Support and Executive Assistant to the Group Chief Executive
Grade	SO1
Date of compilation:	August 2023

ROLE SUMMARY:

To work as part of the Executive Support Team as a Senior Personal Assistant. Providing professional, responsive and confidential PA and project support to the Leeds Conservatoire Executive Leadership Team.

CORE RESPONSIBILITIES:

1. Assist ELT with the planning and prioritisation of their workload to ensure the achievement of identified operational and strategic objectives, to optimise the use of their time and resources and co-ordinate their work to align to ELT objectives.
2. Work in a complex environment of constant change and pressure where a significant level of independent decision-making, judgement, sensitivity and discretion is required.
3. Develop a specific understanding and appreciation of ELT responsibilities, working in partnership to deliver action plans and meet key performance indicators.
4. Undertake a variety of project-based activities, including research and analysis of information and data, monitoring of project plans, and drafting of papers and briefings.
5. Deputise for and provide administrative support to the Head of Executive Support and Executive Assistant to the Group Chief Executive, including monitoring of budgets and producing publishable minutes to an executive level.
6. Effectively line manage members of the Executive Support Team and other PAs across the Group in order to ensure performance is high quality and provides the maximum impact.
7. Build and manage relationships with a range of external stakeholders including MPs and Councillors and work alongside Governors to ensure strategic priorities are met.
8. Produce job descriptions and person specifications for ELT when recruiting members of the Senior Leadership Team (SLT); arrange and manage interview processes (including ELT, SLT, Governors, Staff and Student panels).

9. Work with the ELT Group Ofsted Lead during inspections and provide support to Ofsted Inspectors including organising visits, schedules and providing overall support.
10. Service a range of corporate meetings including Unions, restructure consultations, Heads of Department, SLT, Luminate Management Team and ensure email distribution lists are accurately maintained and available for all staff.
11. Financial administration on behalf of ELT, including the production of expense claims and credit card reconciliation statements; authorisation of SLT expenses and credit cards claims on behalf of ELT.
12. Arrange Group wide events for ELT/SLT and Governors (100+ attendees) and Group visits for Key Stakeholders; MPs/Councillors/FE Commissioner.
13. Communicate and manage contact with the ESFA, DfE and Government bodies on behalf of ELT.
14. Assist with Group campaigns including (but not limited to) Capital Bids projects, Festival of Learning, STEM Strategy, STEM Recruitment, Harrogate University Centre, Access to HE, Community Safeguarding and Adult Strategy;
15. Coordinate, monitor progress of, and report on actions against agreed deadlines on behalf of ELT, including ensuring ELT are aware of and complete audit actions to deadlines.
16. Draft correspondence, documents, briefings and reports on behalf of ELT including (but not limited to) staff guidance and Group Strategy documents, ensuring any amendments or updates are implemented in a timely manner.
17. Ensure the acquisition, interpretation and presentation of information, data and background briefings as required.
18. Arrange, monitor and take actions on behalf of ELT at the Business Planning/Performance Review meetings
19. Maintain the office/facilities, including (but not limited to) welcoming visitors, managing incoming mail, arranging catering and monitoring and ordering office supplies.
20. Diary management, determining priorities and ensuring the optimum use of the ELT time, including booking and arranging travel, transport and accommodation.
21. Manage all ELT communication methods, using initiative and making independent decisions to solve problems and ensure appropriate and timely responses and implementation of follow up actions.
22. Undertake the necessary training to gain a full understanding of HE Regulations and Governance.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.

- Support the recruitment and achievement of students across the Group. This may include (but is not limited to) supporting exams, open events, taster days, enrolment and revision sessions.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Senior PA to the Executive Leadership Team
Department	Executive Support Team

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to a minimum GCSE level or equivalent in English & Maths	A / C
E	Q2. A recognised IT and/or Business Administration qualification at Level 2	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working in a personal assistant role within a busy, professional office environment and at a senior executive level	A/I
E	EK2. Experience of managing competing diary priorities using Microsoft Outlook, or similar electronic diary management systems	A/I
E	EK3. Experience of servicing a range of meetings, including the production of accurate and timely minutes, and the monitoring of actions	A

D	EK4. Experience of working within the education sector	A / I
E	EK5. Evidence of / commitment to ongoing professional development and ability to demonstrate how this has been applied in the workplace	A/I
E	EK6. Experience of liaising and working collaboratively with internal and external stakeholders, with the ability to develop highly effective working relationships at all levels and provide exceptional customer service	A
E	EK7. Experience of using Microsoft Office programs for word processing, presentations, spreadsheets etc	A / T
E	EK8. Experience of managing projects	A / I
D	EK9. Experience of researching and analysing information and presenting in a concise format	P
D	EK10. Experience of implementing effective quality improvement systems and strategies which have led to service improvements	A / I
D	EK11. Experience of mentoring colleagues	I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload, and delegate effectively	A / T
E	SC2. Excellent interpersonal, influencing and oral communication skills	A / I / P
E	SC3. Excellent, clear and concise written communication skills including the ability to draft	A / T / P

	reports, correspondence and minutes to a high standard of presentation and accuracy	
E	SC4. Excellent initiative and professional judgement, with the ability to make independent decisions and effectively address problems and challenges on behalf of ELT	I
E	SC5. The ability to work calmly and professionally under considerable pressure, within a constantly changing environment, and to short deadlines without compromising quality and standards	T / P
E	SC6. Excellent IT skills, and ability to demonstrate advanced use of the Microsoft Office range of programmes	T / P
E	SC7. The ability to deal with confidential and sensitive information and situations with diplomacy, discretion and tact	I
E	SC8. The ability to work effectively as a member of a team	A/I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I