

Executive Assistant (Maternity Cover)

JOB DESCRIPTION

Job title:	Executive Assistant
Department:	Grace Foundation – Cross Academy Support Team
Reporting to:	Business Operations Manager
Location:	The Gate, Solihull, B90 4WA
Hours of work:	22.5 hrs – Part time, 3 days per week
Salary:	£24,00 (Pro-rata) fixed term maternity cover contract with 3-month probation
Benefits:	25 days holiday per annum (pro-rata), secure free parking, death in service (3 x basic salary), subsidised canteen, private healthcare cover & pension

OUR VISION FOR TRANSFORMATION

At the heart of all we do is a passion to help transform student's lives, helping develop the whole person and equipping them reach their full potential

We exist to transform young people's lives through holistic education. Through our Christian ethos we are committed to working with schools from the inside out to support the aspirational, relational, and spiritual needs of students and their families. Our approach to education focusses on developing the whole person, enhancing student wellbeing, and improving OFSTED outcomes to help transform school communities.

JOB SUMMARY

The Executive Assistant will work as part of our Cross Academy Support Team to help deliver our vision to positively impact thousands of young people & their families through holistic education. They will provide operational support, administration & office duties to ensure the effective implementation of Grace Foundation aims.

KEY RESPONSIBILITIES

- To assist with the planning, scheduling, and coordination of Cross-Academy events and meetings
- To assist with diary management, expenses, and travel for the Senior Leadership Team
- To assist with digital communications, team briefings, website & marketing requirements
- Plan, create, post and review weekly social media content
- To provide administrative support for the Cross Academy Support Team, reporting to the Business Operations Manager
- To assist with finances such as expenses and purchase requests
- To fulfil general office duties such as handling & filtering inbound & outbound communication, replenishing resources & photocopying
- To assist with the HR process for recruitment of new staff including safeguarding requirements
- To manage and keep up to date the online Ethos Tool Kit on behalf of the Ethos Team ensuring content is up to date and ready to use (using WordPress)
- To format lessons, workshops, and resources according to design templates
- To assist with the collation of measured impact and reports
- To take minutes & action points in meetings with follow up communication as required
- To ensure relevant policies & procedures such as GDPR are up to date
- Any other reasonable duties as directed by the line management

QUALIFICATIONS & EXPERIENCE REQUIRED

- Relevant Qualifications & experience working within an operational & administration setting
- Knowledge & experience of working within an education setting preferable
- Experience managing & coordinating volunteers preferable



- Must have a clear understanding of our Christian ethos and be able to articulate how Christian values can positively impact students' lives
- Current DBS
- Must have own transport, a clean driving license & be willing to travel

PERSONAL COMPETENCIES REQUIRED

- Excellent organizational skills, ability to multi-task & manage volunteers
- Excellent written & oral communication skills
- Excellent interpersonal skills
- A willingness to work as part of a team & a consistent can-do enthusiastic attitude
- Ability to determine strategic processes, filter information & assess priorities to in order to make effective decisions
- Attention to detail & ability to meet deadlines
- Confident & able to work on their own initiative & with limited supervision
- Proficiency with IT applications (Outlook, Word, Excel & PowerPoint) & social media.
- Ability to exercise discretion in dealing with confidential or sensitive matters
- A familiarity with, and an ability to perform in accordance with, the mission, vision and values of Grace Foundation and its Christian ethos

FURTHER INFORMATION

We have a clear expectation that employed staff will have a familiarity with, and an ability to perform in accordance with, the mission, vision, and values of Grace Foundation's charitable objective. In line with these charitable objectives, and in accordance with the Equality Act 2010, it is therefore a Genuine Occupational Requirement that this post holder is a practicing Christian.

To apply for this post please complete the application form on our website www.grace-foundation.org.uk/jobs & send with a covering letter to info@grace-foundation.org.uk

Deadline for Applications is Friday 18th October 2024

Interviews to take place Thursday 24th October and Friday 25th October 2024

Enquiries will be taken via contacting info@grace-foundation.org.uk

Application forms can be downloaded on www.grace-foundation.org.uk/jobs

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IM Group Ltd are committed to their success & resources being used as a force for good around the world, in accordance with the owning family's Christian faith & values. IM Group wants every child to be brought up in an environment where they are given the opportunity to reach their maximum potential in life. For more information on IM Group Ltd please visit <https://www.imgroup.co.uk>

Grace Foundation is committed to safeguarding & promoting the welfare of children & young people & expects all staff & volunteers to share this commitment. The position is subject to a satisfactory Enhanced DBS check and references.

