

## JOB DESCRIPTION

### EA to Chief Executive Officer

<b>JOB TITLE:</b>	Executive Assistant to Chief Executive Officer
<b>SALARY:</b>	PA SP1 – SP6 (£25,000 - £32,320)
<b>HOURS:</b>	Monday to Friday 9.00am to 5.30pm. You may be required to stay later to minute meetings, or to occasionally oversee a school or charity event.
<b>HOLIDAYS:</b>	25 days plus bank holidays
<b>REPORTING TO:</b>	Chief Executive Officer
<b>LOCATION:</b>	Rainbow School, 305 Garratt Lane, London, SW18 4EQ
<b>REVIEW PERIOD:</b>	Six Months

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#### JOB SUMMARY

- To be the Executive Assistant to the CEO. To undertake a full range of secretarial and administrative duties for the CEO and to ensure the efficient and effective running of their daily business.
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#### Skills Required

- Communication and people skills: - often being the first point of contact for the CEO, you will need to possess excellent communication skills. The image of the charity relies heavily on the ability to communicate effectively and appropriately with a wide variety of people including Donors, Professionals, Parents, Staff and Supporters.
- Time management skills: - you will need to possess excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.
- Information Technology skills: - you will need strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful.

## Main Duties and Responsibilities

- Act as a first point of contact within the charity for staff, trustees, governors, local authorities, parents and other stakeholders seeking contact with the CEO.
- To assist the CEO in organising their administrative workload. Liaising with the CEO regarding the events of the day and following up resultant actions.
- Maintain complex diary management, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Make necessary travel arrangements for the CEO.
- Assemble and prepare papers required by the CEO to attend meetings, prepare reports, or reply to requests for information.
- Ensure that papers are given to the CEO for the next day's meetings and that any instructions/directions are obtained prior to the meeting.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Arrange a variety of weekly meetings and when required, take accurate notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Ensure that all meetings chaired or hosted by the CEO are appropriately catered.
- Sort and prioritise incoming post and filter telephone calls before passing them to the CEO and wider Senior Management Team, if it is deemed necessary.
- To draft correspondence and other documentation to the CEO's specification.
- Make any telephone calls as requested by the CEO and follow up any resultant actions
- To deal with electronic mail, both incoming and outgoing, in a secure and confidential manner.
- Manage the effective recording of complaints, concerns and satisfactions received by the CEO
- Support the Senior Management Team in the organisation and detailed planning of special events, such as away days and charity events.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the CEO.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and all stakeholders. Respond positively with tact, sensitivity and awareness to all stakeholders in relation to duties undertaken.

## Other duties

- To assist in dealing with complex enquiries or difficult visitors.
- To undertake word processing, electronic communication, filing and faxing; photocopying work and to take accurate minutes of meetings as required.
- Comply with all policies and procedures, particularly those relating to safeguarding and child protection, equality and diversity, health and safety, behaviour and data protection, reporting concerns to the CEO or Designated Safeguarding Lead.
- Attend relevant training and take responsibility for own development.
- Attend relevant meetings as requested by the CEO.
- Attend relevant training/school meetings as requested by the CEO.

- Attend occasional evening fundraising events and other school/charity events as required.
- Work closely with all staff and provide any reminders regarding the daily routine and ensure that all relevant staff know any important details.
- Undertake the role of coordinator for the Karen Sorab Awards.
- Communicate with Local Authorities, outside agencies, parents, carers and the local community and to make contact with any other individuals who have business with the charity and its services.
- Undertake project/research work as required.

## General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and Rainbow School.
- To safeguard young people and vulnerable adults at all times.
- To act in accordance with data protection and confidentiality requirements
- To undertake additional tasks as directed by the CEO.