

Job Description

PERSONAL ASSISTANT X 1 (FIXED TERM CONTRACT UNTIL MAY 2011)

REFERENCE NO: OS690OPS

CLOSING DATE: 19 MARCH 2010 at 17:00

Job Title:	Personal Assistant	Division:	GQ - Operations
Department:	Operations	Section:	
Band:	3	Salary:	£22,000 - £26,000
Reporting to:	Head of Operations David Hansell	Location:	Hellaby

Job Description -

Purpose of role:

To provide effective support to the Head of Operations

Key Accountabilities:

- To be the first point of contact for the Head of Operations
- To maintain a consciousness of all major initiatives within Operations ensuring that each initiative reaches a successful conclusion
- To act on behalf of the Head of Operations ensuring actions are completed and issues escalated
- To pro-actively manage risks within the department
- Effective Diary Management which ensures optimum use of the Head of Operation's time by efficiently prioritising any concerns and resolving all conflicting arrangements.
- To arrange meetings and other events as appropriate
- Taking minutes of meetings
- To produce appropriate presentations, documentation, spreadsheets and diagrams as appropriate.
- To set up, plan and prepare agendas for meetings and to co-ordinate the outcome and monitor actions and progress for the Head of Operations.
- To co-ordinate all travel bookings for the Head of Operations
- Through liaison with the Departmental Heads, to co-ordinate the production and availability of relevant, accurate and timely business management information required by the Head of Operations for relevant meetings.
- To provide office management ensuring stationery supplies are appropriate, office equipment is in a good working order and the office runs smoothly.
- To act as 'record keeper' for the department ensuring sickness absence is reported to HR and the correct paperwork is in place
- To ensure the Operations department complies to Health and Safety rules
- To manage and field emails on behalf of the Head of Operations, ensuring major issues and concerns are responded to or redirected as appropriate.

- Any other reasonable tasks as directed by the Head of Operations

Background Information

Edexcel is one of the UK's leading awarding bodies. As such the work of the company is in the public and media interest and thus all systems must operate effectively and efficiently.

Working Pattern:

The role is full-time with a standard 37.5 hour week. Although the role is based at our Hellaby office, occasional travel to our London office or accompany the Head of Operations on external visits may be necessary.

Additional Information:

The nature of the business means that the information stored on the system is of a sensitive nature. As such all employees of Edexcel must sign a confidentiality agreement.

Job Holder name:**Job Holder Signature:****Date:**

Person Specification

Competencies - Skills, abilities, and knowledge:			
Edexcel Core Competencies	Managing Self	Managing Others	Managing the Business
▪ Providing a Customer Focused Service	x		
▪ Being Commercial in our Approach to Work	X		
▪ Delivering Goals in a Changing Environment	x		
▪ Influencing Others to Make Things Happen	x		
▪ Maximising the Performance and Potential of Self and Others	x		
Additional Competencies (skills, abilities and knowledge) required to perform the role:			
<ul style="list-style-type: none"> • Excellent organisational skills • The ability to plan work around sometimes immovable milestones • Able to remain calm under pressure 			
<u>Previous Work Experience:</u>			
Essential:		Desirable:	
Worked as PA, EA or senior secretary or office manager in a medium or large office Used to working on own initiative Used to anticipating needs and acting on them Used to dealing with people at all levels of an organisation in a firm but friendly manner		Project management experience	
<u>IT Literacy:</u>			
A good level of competence is required in Microsoft products such as Word, Excel, Project, Powerpoint and Visio.			
<u>Personal Style and Behaviour:</u> e.g. engages with Edexcel's values, flexibility, management style, etc.			
<ul style="list-style-type: none"> • Able to engage with and embody company values • Proactive approach to change • Flexibility • Excellent written and oral communication skills • The ability to influence at all levels • Good interpersonal skills • Keen eye for detail • Ability to work under pressure • Total discretion 			