



Olive Academies

# Personal Assistant to Director of Education and Director of Finance and Compliance

Olive Academies Trust

- £42,373 - £49,692 including Outer London Weighting
- LGPS pension scheme
- OA benefits package

[Apply now](#)

To arrange an informal discussion or to visit us,  
please phone 01708 982624

*Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.*

# About Olive Academies

Established in 2013, Olive Academies is a growing multi-academy trust, specialising in alternative provision. Comprising seven provisions in London, Kent and East of England, we provide education to children and young people between 7 and 16 who have been excluded, or are at risk of exclusion, from a mainstream school, and those who are unable to attend mainstream school due to medical needs.

We believe that every child and young person has right to learn and the ability to achieve. Our mission is to provide our pupils with creative, nurturing and inspiring learning opportunities which re-engage them in learning and transform their lives. This is reflected in our core values, which underpin everything we do:

- Conviction: everyone has the capacity to reach their potential
- Determination: not giving up on those who have not experienced success in their lives
- Ambition: all challenges can be overcome, and education is an important lifelong journey
- Reflection: learning from experiences and developing a capacity to improve further

In addition to our school-based provision, we support mainstream schools with outreach and specialist expertise – working towards our objective of preventing exclusions.

We employ over 120 members of staff, who all contribute to the success of our academies and the OA network as a whole. From teachers, trustees and senior leaders to administrators and support staff, everyone has a crucial role to play.

We truly value our staff and care about the support and development opportunities that are in place to help individuals fulfil their role. We actively encourage continuous professional development (CPD) and support our staff to participate in CPD activities, as well as providing a bespoke career pathway programme. We offer flexible working arrangements, provide numerous wellbeing initiatives and a well-rounded benefits package.

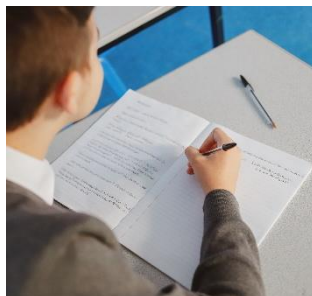
Working in alternative provision can be challenging but is also incredibly rewarding; this is your chance to play a part in improving the education and lives of some of the most vulnerable children and young people in the country.

If you have the experience and enthusiasm to join us on our journey, we would love to hear from you.

Thank you for your interest.

## **Mark Vickers MBE**

Chief Executive Officer



**Personal Assistant to Director of Education  
and Director of Finance and Compliance**  
Olive Academies Trust

"I have never worked anywhere like Olive. **Staff work as a collective** and there is **so much support and enthusiasm** to make THE difference. I see colleagues caring so much and they have a relentless drive to support students."

"The education we provide is **so much more than a subject**. For some of our young people we are the only constant trustworthy adult in their life."

"Knowing that **we can make a difference** to the pupils when they have been failed in other settings is **hugely motivating**. The look of pride of a 14 year old's face when he realises he can read is amazing and then hearing from others how this really has opened up a curriculum for him is **something I had never experienced before**."

"Everyone's **ideas and experience is genuinely valued**, no matter your role."

"I like having to **think outside of the box** and **adapt my ways of working**, whether that's teaching phonics whilst playing with small world or practising times tables when playing football! I enjoy every day at Olive."

# Job description

We are looking for an experienced Personal Assistant to provide high-quality executive support to Strategic Leadership Directors (SLD), ensuring efficient coordination of complex diaries, meetings, governance papers and projects across Olive Academies (OA) and will provide support for FOI/SAR compliance and the central team finance function. The role requires excellent judgement, confidentiality and proactive problem-solving to enable effective leadership and delivery of trust priorities.

Key responsibilities of the role:

- deliver a comprehensive executive PA service: complex diary and inbox management, prioritising time and tasks in line with trust priorities
- plan and coordinate meetings, compile agendas and packs, draft high-quality correspondence and briefings, and ensure timely follow-up of actions
- produce accurate minutes for meetings as required, track and chase actions to completion
- maintain absolute discretion and handle confidential/sensitive information in line with GDPR
- prepare high-quality executive reports and presentation materials; quality-assure submissions for accuracy and consistency
- plan and manage central team meetings as required and SLG-related activity (e.g. central team meetings, Academy Leadership Group) including venues, papers and actions
- act as first point of contact for the director – handling enquiries, screening calls and hosting visitors at the central team office
- manage correspondence as required on behalf of the director, ensuring timely, professional tone and accurate information
- liaise with internal and external partners (e.g. DfE, local authorities, OA academies and networks) to progress actions and resolve issues
- build strong relationships with key internal and external stakeholders
- plan and organise meetings, visits and events; arrange travel, accommodation and hospitality in line with value-for-money principles
- coordinate nominated directorate projects and provide high-quality logistical support from planning through to evaluation
- design and maintain efficient administrative systems (e.g. SharePoint filing, version control, templates) to streamline processes and avoid duplication
- maintain accurate records and trackers (e.g. actions, contracts, training logs), producing reports as required
- working with the facilities & infrastructure manager, support the compliance and associated actions relating to Freedom of Information requests (FOI) and Subject Access Requests (SAR) received by the trust
- support data protection compliance, ensuring sensitive data is stored and shared appropriately
- work with suppliers to secure value for money; liaise with colleagues to raise purchase orders and process invoices in line with delegated authority
- monitor small budgets/track spend for directorate activities and events, providing simple reports as required
- track and prepare expense reports/claims for allocated SLDs
- raise purchase orders for the central team

- collate and prepare credit card summaries for the director of finance and compliance, director of education and other central team members
- help review and monitor central teams contract management renewals and delivery
- contribute to maintaining a safe, professional working environment at the central team office in line with H&S policy
- support the smooth running of front-of-house during office hours, welcoming visitors and managing room bookings
- work closely with admin colleagues supporting the directorate, setting clear standards and monitoring delivery
- provide cover for the executive assistant and other admin colleagues in times of absence and holiday periods
- demonstrate commitment to OA's vision, values and principles of equality, diversity and inclusion
- commitment to safeguarding and promoting the welfare of children and young people; all posts are subject to an enhanced DBS check
- This job description is neither exhaustive nor exclusive and will be reviewed periodically to reflect the evolving needs of the trust

***Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the office manager to carry out appropriate duties within the context of the job, skills and grade***

# Person specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

## Qualifications and training

Level 2 English and Maths (or equivalent)	A	Essential
Relevant qualification e.g. PA Diploma / Business Admin NVQ III+	A	Desirable
First degree or equivalent professional qualification	A	Desirable

## Experience

Proven success in a senior PA role supporting executive leaders and wider teams simultaneously	A, I, R	Essential
Experience of coordinating complex meetings, events and logistics; producing agendas/papers and accurate minutes	A, I, T	Essential
Experience of working with senior stakeholders and external agencies (e.g. DfE, LAs, suppliers)	A, I	Essential
Experience of setting up/maintaining efficient admin systems (e.g. SharePoint, templates, trackers)	A, I, T	Essential
School/academy or education sector experience	A, I	Essential
Budget tracking/working with suppliers to secure value for money	A, I	Desirable

## Knowledge, skills and abilities

Excellent written/oral communication; ability to draft correspondence and write accurate minutes	A, T, I	Essential
Advanced MS 365 skills (Outlook, Word, PowerPoint, Excel) and strong SharePoint skills	A, T, I	Essential
Outstanding organisation and attention to detail; able to prioritise and meet deadlines under pressure	A, I, R	Essential
Ability to manage multiple priorities for different leaders	A, I	Essential
Discretion and professionalism handling confidential information; strong understanding of GDPR	A, I, R	Essential
Knowledge of workplace H&S and risk assessments	A, I	Desirable

## Personal aptitudes

Self-motivated, resilient and proactive; brings a flexible, 'can-do' approach	A, I, R	Essential
Builds strong relationships and provides professional challenge and support	A, I, R	Essential
Commitment to safeguarding and promoting the welfare of children and young people	I	Essential
Commitment to OA's vision, values and equality, diversity and inclusion	A, I	Essential

# Transform young lives with Olive Academies Trust

Thank you for your interest in working with Olive Academies.  
We look forward to receiving your application.

[Find out more and apply.](#)

[f](#) [in](#) [t](#) [oliveacademies.co.uk](#)