



Personal Assistant

The organisation and its work

The Centre for the Use of Research and Evidence in Education (CUREE) is an independent consultancy at the leading edge of knowledge management in education locally, nationally and internationally. We work with a range of individuals and organisations, mostly in the public sector to make a difference to young people's lives through using research to enhance teaching, learning and school leadership. Our website (www.curee.co.uk) gives you more information about projects we are currently involved in.

The Post

You will be working as PA to CUREE's Chief Executive and Managing Director in a fast-paced environment where much of the work is ground breaking; there will be opportunities for the person appointed to contribute in a variety of different ways. The post is based in our offices in Coventry, close to Coventry Rail Station.

The core role is to assist Philippa Cordingley (Chief Executive) and Paul Crisp (Managing Director) and contribute to specific areas including but not limited to:

Specific duties include:

- establishing positive phone based relationships with a network of PAs for CUREE's key customers , clients and partners
- liaising directly with a range of clients to organise meetings and requests for key note presentations;
- managing complex diaries which include a good deal of national and international travel
- managing logistics and travel;
- maintaining confidentiality re sensitive issues;
- a limited amount of typing (eg of notes from phone conferences) and working with Philippa Cordingley on editing and refining teacher friendly research papers reports and keynote presentations;
- maintaining a 'bring forward' system;
- managing correspondence including e-mail, meeting papers; phone reception and answering telephone queries;
- maintaining office systems including electronic and paper based filing;
- taking minutes when required;
- hospitality; and other such duties identified during the course of the business.

All staff are expected to work collaboratively as part of a team and to undertake other duties appropriate to their post's grade and nature. There is an expectation that staff will seek actively to learn with and from colleagues and to stay up to date with developments relevant to their work.

What's it like working here?

CUREE is a research and development organisation working mostly for public sector clients involved in education in one way or another. You'd be joining a small friendly team, many of whom are in our central Coventry office but some of whom work from home and/or are based elsewhere in the UK. The work is mostly project based and is very varied. Some of it is complex both conceptually and in the number of elements to be co-ordinated. Much of it is undertaken against challenging deadlines so people who work here need have to be flexible mentally and in their capacity to respond to urgency. This job is based in our Coventry office, within easy walking distance of the rail station but some travel within the UK may be needed from time to time.

We are a flat organisation with little need for hierarchy and we are committed to the ongoing development of our staff. CUREE staff are committed to using their many skills for the benefit of our clients and are not particularly

interested in the niceties of job demarcation. To put that another way; you will get to do a very wide range of different things if you work for us but don't worry if you don't know how to do some of them from the outset – we will support you in developing the necessary knowledge and skills providing you are willing to learn them.

Our job is to make evidence and research about teaching and learning useful for teachers and policy makers. Our projects include doing research ourselves; using research conducted by others as the basis of a range of resources to improve teaching, learning and assessment in schools and colleges; and the direct professional development and training of senior leaders, teachers and other practitioners. Our clients are all over the UK and, increasingly, in other countries too. The 'clients' can be individual school leaders; schools and colleges individually and in groups; and other organisations in the public, private and third sectors who themselves work to improve the learning of children and young people. Staff at CUREE have the luxury of knowing that the work they do helps teachers and leaders in schools and colleges do their jobs better and improve the lives of children and young people. For examples of our current projects, look on our website: www.curee.co.uk

CUREE staff usually work on a number of projects, and with a range of clients, at any one time. It mostly happens in regular office hours but there are the occasional early starts, late finishes, getting on early trains and working the odd weekend day. It's a business environment and we have client meetings and some training workshops at our offices so you will be on display. You will occasionally be meeting clients and others 'in the field'. So cut-off jeans with a death metal t-shirt is a no-no. Very obvious and irremovable piercings would also be a problem for us. Equally, we don't expect staff to be in suit and tie/blouse and skirt every day. We'd call it relaxed but professional.

Terms and Conditions

This is a part time post with normal hours of 30 hours per week. CUREE is a family friendly work place so hours can be flexible for the right candidate but must be worked across five consecutive days (Mon-Fri). Holiday entitlement will be 20 days per year (**pro rata**) in addition to Bank Holidays. Salary will be in the range of £18,000 to £22,000 pro rata dependant on experience.

CUREE operates a stakeholder pension scheme. You may participate in this scheme after a qualifying period of 3 months. A contribution will be made by CUREE to your designated stakeholder pension fund subject to you making a matched contribution from your salary.

How to apply

Please complete and return the attached application form. For further information please contact Maggie Stafford at CUREE on 024 76524036 or maggie.stafford@curee.co.uk The closing date for applications is 7th July 2017 although we may close the vacancy early dependant on the volume and quality of the applications. Interviews will be held in our Coventry office during July 2017, we may close the vacancy early dependant on the range and skills of applications received. **Please note we do not accept CV's, no agency contact please**

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • good general standard of Education including: • GCSE (or equivalent) Mathematics & English Language Grade A-C • level 2 or equivalent qualification in word processing or a Level 2 IT qualification (eg. ECDL/CLAIT etc.) 	<ul style="list-style-type: none"> • first degree NVQ Level 3 in Business Administration • level 3 or equivalent qualification in word processing or a level 3 IT qualification (eg. ECDL, CLAIT etc.)
Experience	<ul style="list-style-type: none"> • minimum 2 years work experience including: <ul style="list-style-type: none"> - office/administrative experience - ability to respond flexibly to changing demands - ability to draft simple correspondence - good keyboard skills - good personal organisation 	<ul style="list-style-type: none"> • work experience in a PA role • project management
General Skills	<ul style="list-style-type: none"> • good communication skills and an ability to work effectively with others via telephone and in person • ability to work collaboratively • ability to work effectively and solve problems on own initiative and with direction • ability to type/ edit complex documents • ability to draft simple correspondence • good keyboard skills • good personal organisation • ability to manage detail • effective time management and prioritisation skills • ability to represent the company positively, accurately and courteously 	<ul style="list-style-type: none"> • experience of working in a time charged or project based environment
IT Skills	<ul style="list-style-type: none"> • Microsoft Word, Excel, Outlook, PowerPoint • electronic file management • searching the web 	<ul style="list-style-type: none"> • Access • Sage • Visio • Gmail & Google applications • Web content
Personal attributes	<ul style="list-style-type: none"> • optimism, cheerfulness and an interest in other people • a positive and practical approach to problem solving, tenacity • honesty and discretion 	