

Role Title: Personal Assistant
Salary: £30,060 – £32,654 Band 8
Location: Bradford
Report to: Executive Support Team Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

As a Personal Assistant you will provide high-level administrative support to our Senior Management Team. This role offers the opportunity to work in a passionate team, dedicated to high level service provision.



Main Duties and Responsibilities

- Provide administrative support to senior leaders including calendar management, booking travel, expense reports etc.
- Arrange and attend agreed internal and external meetings and follow up on matters assigned to senior leaders
- Work with the Executive Support Team and Senior managers to generate meeting agendas, prepare reports and coordinate work programmes for these meetings when required.
- Prepare documents, presentations, spreadsheets and correspondence as needed
- Respond to general requests and queries
- Assist with refreshments and coordination of rooms when required, eg accessing video screens and setting up of rooms.
- Take accurate minutes during meetings when required
- Maintain filing system and electronic records in an orderly manner
- Anticipate needs and proactively handle issues to ensure smooth operations



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

- Proven administrative experience as a PA, EA or in a similar role
- Excellent verbal and written communication skills
- Proficient in MS Office suite (Word, Excel, PowerPoint, Outlook)
- Outstanding organizational abilities and time management
- Professionalism, discretion and ability to maintain confidentiality
- Proactive with the ability to exercise good judgement
- Strong problem solving and multi-tasking capabilities



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check might be requested.

We are an equal opportunities employer.

