



PA to the Director/Database Assistant - Development & Alumni Relations Office

The Edinburgh Academy

Introduction

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 5 -18 years with a reputation for being caring and friendly. The Edinburgh Academy aims to be forward-looking and progressive but also greatly values its long held traditions. The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision. The School consists of a Senior School containing approximately 625 pupils and a Junior School containing approximately 396 pupils, and we have a Nursery department of around 100 pupils. The School is a member of HMC.

The School's Place in Edinburgh

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School. The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part.

Further details about the School and its resources can be found on the School website - www.edinburghacademy.org.uk



Independent Co-educational Day School

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	PA to the Director/Database Assistant
Department	Development & Alumni Relations Office
Location	Senior School
Reporting To	Director of Development & Alumni Relations
Salary	£21,000 to £24,500
Hours	Monday to Friday 9:00 am to 5:00 pm

Overall purpose of the role:

To provide administrative and secretarial support for the Director of Development & Alumni Relations. This will involve working with the Development Officer and the Alumni Relations Officer, to ensure that all data on the thankQ database is kept up to date, and all donations are accurately recorded. You will also act as minute secretary at official meetings associated with the Office.

Principal Accountabilities

PA duties

- Act as the first point of contact for the Development & Alumni Relations Office
- Diary management, arrange travel/accommodation, as well as, prepare and submit travel expenses
- Manage various communications including fielding telephone calls, emails and all internal and external mail
- Handle the preparations and arrangements for official meetings and events to include the timely issuing of agendas and papers
- Take minutes at official meetings and ensure that these are produced in a timely manner for review and distribution
- Ensure that all agendas and supporting papers are stored and easily accessible for review, both on the computer and on paper
- Draft correspondence and reports
- Prepare presentations to be given by the Director
- Research, collate and present data as required for Director's use
- Liaise with internal departments and third parties
- Handle confidential information
- Make appropriate arrangements for refreshments for the Director's meetings as and when required



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Database Assistant duties

- Work with the Alumni Relations Officer and the Development Officer to provide accurate, timely, and confidential administration of the school's CRM database (currently thankQ)
- Data inputting, cleansing, maintenance and generation of reports for the Development & Alumni Relations team
- Update the thankQ database as required with financial transactions, contact details, contact preferences and mailing preferences
- Run the data segmentation for publications and events mailings
- Ensure that relevant mailing lists are kept up to date

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

NB: Some official meetings and events take place outside of normal working hours.

Qualifications/Experience

Personal Specification

E = Essential

D = Desirable

- Proficient in Microsoft Word, Excel, Outlook, PowerPoint and Publisher – E
- Experience of working with databases - E
- Excellent interpersonal, written and oral communication skills - E
- Excellent organisation and planning skills - E
- Motivated and have the ability to take the initiative to manage tasks - E
- Ability to work independently and as part of a team - E
- Ability to liaise and engage positively with staff members and external contacts at all levels - E
- Experience of providing administrative support at a senior management level - D
- First rate business writing skills and experience of minute-taking – E
- Fast and accurate word-processing skills - E
- Ability to work under pressure and on multiple tasks concurrently- E
- Diary management skills – D
- Ability to work with existing systems in place whilst developing new systems – D
- Attention to detail- E
- Ability to work confidentially, with discretion and integrity - E
- Ability to manage differing personalities – D
- Flexible approach to the role - E

To apply: Please send your CV, along with a completed application form and covering letter outlining your experience and suitability for the post by Thursday 28 March 2019 to

humanresources@edinburghacademy.org.uk.

Interviews for short-listed candidates will take place on Thursday 11th April 2019.



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A full job description and application form can be found on our website:

<https://www.edinburghacademy.org.uk/vacancies-ss>

Conditions of Appointment

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications.

Child Protection

The Edinburgh Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and PVG Disclosure Scotland.

Equal Opportunities

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.