

## JOB DESCRIPTION

POST TITLE	:	Executive Assistant
SALARY	:	Up to £27,128
RESPONSIBLE TO	:	Team Leader Executive Support
CLOSING DATE	:	5.00pm, Thursday 29 January 2026
INTERVIEW DATE	:	Monday 9 February 2026

### **Main Purpose of the Post**

To provide secretarial, personal assistance and support to members of the Principalship to enable them to carry out the strategic management of the College.

### **Responsibilities**

- 1 Provide secretarial assistance to members of the Principalship including supporting the Governing Board. This involves the full range of secretarial and personal assistant duties.
- 2 Maintain strict confidentiality in relation to all matters dealt with within the Principal's suite of offices.
- 3 Ensure effective administrative functions to plan and co-ordinate all aspects of meetings and external visits.
- 4 Provide support to Central Administration for cross college events including all team members.
- 5 Whilst the post holder will support allocated members of the Senior Management Team they will also undertake, co-ordinate and facilitate a range of projects for other SMT members resulting from initiatives of the Principalship, key areas may change from time to time.
- 6 Ability to work flexibly and support each other to achieve all deadlines set, working efficiently to complement each other's roles and responsibilities.
- 7 Undertake continuous professional development, in particular related to new technology identifying shortfalls and resolving through in-house training.
- 8 To assure full compliance with key policies, notably Single Equality; Health, Safety and Safeguarding.
- 9 To undertake invigilation duties from time to time.
- 10 To carry out such other duties as the Principal may reasonably require.



**HOURS:**

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

**PERSON SPECIFICATION**

**POST:** Executive Assistant

**DIVISION:** Team Leader Executive Support

<u>QUALIFICATIONS</u>	Essential/ Desirable	To be identified by:
1 Good general education with demonstrable skills in English	E	Application form
2 Shorthand/Minute taking skills	D	Application form/Interview
3 Computer qualifications (ECDL , ITQ or equivalent)	E	Application form
4 Foundation degree in Business Administration	D	Application form

**KNOWLEDGE/SKILLS**

1 Ability to work on own initiative and as part of a team	E	Application form/Interview
2 Excellent written and oral communication skills	E	Application form/Interview
3 In depth, accurate IT skills	E	Application form/Interview
4 Excellent organisation and planning skills	E	Application form/Interview
5 Awareness of Safeguarding Legislation	D	Application form/Interview
6 Ability to present statistical data	D	Application form/Interview

**EXPERIENCE**

1 Experience of working within Education	D	Application form/Interview
2 Experience of Microsoft Office applications	E	Application form/interview

**PERSONAL**



1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/Interview
3	Good teamworking skills and commitment to teamworking	E	Application form/Interview
4	A commitment to ongoing professional development	E	Application form/Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Application form/Interview

**STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College’s Single Equality and Health & Safety Policies	E	Application form
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/References Interview/DBS
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

*\*Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*