

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Executive Assistant</b>
<b>Responsible To:</b>	<b>Senior EA and Office Manager</b>
<b>Department:</b>	<b>Senior Leadership Team</b>
<b>Salary Grade:</b>	<b>Circa £30k</b>

### JOB ROLE

It is an exciting time for the Colleges with new leadership and new opportunities on the horizon and through the new strategic plan. This role forms part of a small team in the CEO's office that will provide proactive and professional delivery of Executive Support services to the senior leadership team.

The role will provide a confidential, effective, professional and efficient administrative support services for the senior team. Responsible for the delivery of high quality administrative and project support, the postholder will contribute to the provision of a varied and fast-paced service, utilising strong organisational and interpersonal skills and confidently liaising with a wide range of internal and external stakeholders. The post holder will, plan, oversee, prioritise a varied workload and support a range of key projects and activities in support of the CEO and her team.

### KEY DUTIES

No	Description of Duties
1	Provide an effective and efficient personal assistant role to the Executive Team including secretarial, clerical and administrative support.
2	To be responsible for the Executive Team diaries including scheduling of reoccurring routine meetings, managing and handling papers for boards and meetings, planning and preparations of events, working in collaboration with the other departments and teams as required.
3	Be the first line of contact for enquiries from internal or external sources handling queries in full, in many cases without reference to the Executive Team and wider SLT.
4	To build and maintain relationships and liaise effectively with the College's internal and external stakeholders on behalf of the Executive Team and wider SLT.
5	Make necessary preparations for meetings and undertake relevant committee work including convening meetings, drafting agendas, minute taking, tracking actions and collating and distributing documentation required for meetings.
6	Arrange room bookings, organise and/or prepare hospitality, and order stationery supplies, as required.
7	Prepare and produce detailed presentations, correspondence, reports and any other documents as requested by the Executive Team.
8	Support and deputise for the Senior EA when necessary.

<b>9</b>	Undertake a range of general office duties to ensure the efficient delivery of administrative services including raising of orders, the procurement of stationary etc.
<b>10</b>	With Marketing, play your role in oversee the organisation and co-ordination of college events such as high-profile visits and awards ceremonies to support the role of the CEO and other senior postholders.
<b>11</b>	Commit to, promote and operate in accordance with the college's values and goals including but not limited to: safeguarding; health and safety; equality, diversity and inclusion.
<b>12</b>	Participate in a range of cross college activities including but not limited to: enrolment and open events; business planning; development.
<b>13</b>	Have knowledge of and remain abreast of issues relevant to the post, including undertaking appropriate in-service training when required to do so.
<b>14</b>	Ensure a high level of confidentiality at all times.
<b>15</b>	To support the ethos of 'One Team' culture.
<b>16</b>	Provide a professional, supportive and polite service to support the Senior Leadership Team in line with college systems and processes; acting as the first point of contact for visitors to the College, stakeholders, students, parents and guardians.
<b>17</b>	Liaise with and proactively collaborate with the Executive Office team to ensure the team provide the best support to the management team.
<b>18</b>	Maintain an accurate and efficient electronic and paper filing system and be responsible for record management including archiving whilst improving paperless working by scanning to the secure network and utilising digital capacity.
<b>19</b>	Organise and prioritise work efficiently to ensure smooth running of the office on a day-to-day basis, including identifying opportunities to improve administrative procedures and taking the initiative to suggest ways of working more efficiently.
<b>20</b>	Adhere to the Risk Management Policy and notify Executive Team of any risks identified.

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

### Job Title: Executive Assistant

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	A minimum of level 2 qualifications in both maths and English (Shorthand an advantage)	X	
1.2	A relevant qualification to the provision of business administration services Level 3 and above		X
1.3	Evidence of continued professional development	X	
1.4	Suitable qualifications to demonstrate ability to use a range of IT applications such as word processing, spreadsheets, database and presentation software.	X	
<b>2. Experience</b>			
2.1	Significant previous experience in a PA role supporting a senior executive in the public or private sector.	X	
2.2	Experience of working within the Education sector or similar complex environment		X
2.3	Significant experience collating minutes from meetings, often containing confidential information.	X	
2.4	Knowledge of sourcing, analysing and presenting information and data.	X	
2.5	Experience of preparing reports	X	
<b>3. Skills/Abilities</b>			
3.1	High level of IT proficiency and experience of Microsoft Office	X	
3.2	Proven diary management skills	X	
3.3	Excellent communication skills (written & oral)	X	
3.4	Ability to work independently and reliably with minimum supervision and as part of a team.	X	
3.5	Capability to use own initiative and judgement	X	
3.6	Work accurately with attention to detail	X	
3.7	Work confidently and maintain confidentiality	X	
3.8	Excellent time management and organisational skills, including ability to work simultaneously on a variety of tasks and prioritise between them.	X	
3.9	Provide advice and assistance in an accurate and concise manner.	X	

Shortlisting Criteria		Essential	Desirable
3.10	Effective planning and organisation skills	X	
3.11	The confidence to liaise with staff and stakeholders at all levels of seniority	X	
3.12	Ability to exercise sound judgement in decision-making	X	
3.13	Aptitude to anticipate and think ahead to make ancillary arrangements following as a consequence of diary appointments and meeting outcomes	X	
3.14	Effective chasing, tracking and monitoring compliance across a range of activities and plans	X	
<b>4. Special Requirements</b>			
4.1	Willingness to work flexibly	X	
4.2	High levels of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement.	X	
4.3	Act as an ambassador for the College	X	
4.4	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally.	X	
4.5	Resilient and calm in pressurised situations	X	
4.6	Proactive approach thinking ahead for those leaders they are supporting.	X	
4.7	The ability to build and maintain effective relationships	X	