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| **Job Description** | **H:\Seevic logo_rgb.jpg** |

**Post:** Executive Support PA

**Reports to:** Personal Assistant to the Principal

**Hours of work**: 37 hours, 43 weeks

**Salary range:** £18,523 per annum

**Main purpose of job**

The Executive PA will have responsibility for providing comprehensive, confidential and professional support to the Executive Leadership Team in all aspects relative to the efficient and successful operation of the Executive office.

**Duties and responsibilities**

* To provide effective PA support to the Executive Leadership Team in all instances ensuring tasks and requests are completed in a timely manner.
* To provide efficient diary management support, proactively forward planning and seeking relevant information to help manage supported manager’s time effectively.
* To proactively support the team with impending work deadlines and actions, identifying opportunities to gain context and or develop understanding ensuring prompts and support is offered.
* To manage meetings proactively, including preparation of papers, agendas and presentations and taking minutes and or actions where required.
* To respond to all electronic or verbal enquiries including incoming telephone calls with a considered approach seeking accurate advice to offer resolution or capturing accurate messages.
* To produce high quality documentation consistent with defined house style including PowerPoint presentations, reports and visual aids through the use of SmartArt for example.
* To proactively proof read and sense check documentation using the appropriate checklists and four eye process in order to achieve a consistent, high quality output in all instances.
* To ensure appropriate systems and processes are maintained and developed where necessary, to support effective day to day operations and internally managed processes e.g. educational trips, compliments and complaints, etc. including provision of timely and accurate reports where required.
* To liaise effectively with internal colleagues, departments and external organisations on behalf of the ELT in a professional and proactive manner.
* To work collaboratively with the Finance department to ensue documents are signed in the appropriate timeframe and returned for processing.
* To work collaboratively and flexibly with PA support team in order to provide adequate cover and representation at all times including during term breaks.
* To always maintain a policy of strict confidentiality concerning all sensitive issues relating to staff, student and management, in order to protect the College’s reputation and professionalism.

**General**

* To actively promote the College’s Equalities and Diversity policies within all aspects of the post.
* To adhere to and proactively promote the College’s Values and Behaviours at all times.
* To have a comprehensive understanding that Safeguarding including PREVENT is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.
* To carry out supplementary evening or day and or weekend duties as required.
* To comply with the requirements of College Policies and Procedures.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Performance Appraisals.

**The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description.**

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Recognised secretarial qualification  IT qualifications, ECDL or equivalent | A good all round standard of education, particularly in English and Communications  A level / BTEC or equivalent |
| **Experience and knowledge** | Previous experience working as a Personal Assistant  Previous experience working in a fast paced, customer focussed environment  Previous experience of providing support to senior management  Demonstrable refined organisation skills and attention to detail  An intermediate to advanced working knowledge of Microsoft Office | Previous experience of working in the FE or Education based industry  Understanding of Safeguarding and PREVENT responsibilities within an FE or Education based industry |
| **Skills and attributes** | Proactive and high quality administrative skills including diary management  Proactive and self-motivated, with a ‘can do’ attitude  Ability to work flexibly to meet changing needs of the College  Ability to work on own initiative and as part of a team demonstrating effective contribution  Ability to prioritise workload and multi-task effectively while considering future requirements  Ability to problem solve and use initiative to offer considered recommendations  Ability to assimilate information quickly and accurately and present back where required  Ability to work effectively under pressure whilst retaining a strong eye for detail  Have the ability to communicate effectively at various levels internally and externally both written and verbally  High level of personal integrity and confidentiality  Commitment to own learning and development  Demonstrable experience of displaying and promoting the College’s values and behaviours within the organisation:  • Respectful  • Autonomous and accountable  • Open minded and honest  • Innovative  • Can do attitude  • Motivated and inspiring |  |

**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** …………………………………………… **Date**: ………………………………

**Line Manager:** …………………………………………… **Date**: ………………………………