



COBIS VACANCY – EXECUTIVE ASSISTANT TO THE CEO and OFFICE MANAGER

The Council of British International Schools (COBIS) is looking to appoint to an Executive Assistant to the CEO and Office Manager to join the COBIS Executive Team from October 2019. As a valued member of the COBIS team, the post holder will support the work of the COBIS CEO, Board, Head Office staff, and the growing number of COBIS members worldwide plus make a significant contribution to the operational management of COBIS Head Office.

COBIS is a premier global membership association representing more than 500 member organisations including c.300 high quality British International schools and more than 200 commercial organisations. The association is recognised by the UK Department for International Trade as a 'Trade Challenge Partner'. COBIS Members can be found in 80 countries worldwide. COBIS exists to represent and support its member schools - their leaders, governors, staff and students - and the delivery and export of quality British education by:

- Representing member schools with the British and overseas Governments, educational bodies, and the corporate sector through a range of lobbying and networking activities
- Delivering world class quality assurance and external validation against stretching and robust standards as set out in the COBIS Patron's Accreditation and Compliance system
- Providing effective professional development for all members of the school workforce including senior leaders, governors, teachers and support staff
- Delivering professional school improvement and consultancy services
- Coordinating challenging, engaging and inspiring inter-school COBIS student events and competitions
- Facilitating, coordinating and supporting professional networking opportunities
- Supporting safeguarding, child protection and safer recruitment practices
- Providing access to information about trends and developments in UK education
- Nurturing talent and promoting career opportunities within the global COBIS network

In addition, COBIS raises the profile of commercial supporting members by introducing them to COBIS schools and promoting them as exporters of educational resources, products and services via the COBIS website and other channels. The work of COBIS is led by the CEO and an elected Board which consists of serving COBIS Headteachers, Governors and School Inspectors. COBIS works with a wide range of educational stakeholders internationally and within the UK. In addition to a diverse and growing range of lobbying activities, programme of professional development and networking opportunities, stimulating student competitions and events, COBIS members have access to a range of quality services.

Working in the busy COBIS Head Office would suit an energetic, highly organised and client focused individual. In addition to high standards of verbal and written articulation, the successful candidate will be able to demonstrate commercial acumen, confidentiality, excellence in customer service and care, and the capacity to manage, coordinate and report on multiple projects that run concurrently.

To find out more about the global reach, role and function of COBIS visit www.cobis.org.uk

Job description

Job Title: Executive Assistant to the CEO and Office Manager

Reporting to: CEO

Hours: Full Time (37.5 hours per week)

Salary Package: £33,000-£35,000 per annum depending on experience.

Contract type: Permanent. The post is available from October 2019.

Job Purpose:

The Executive Assistant to the CEO will support and provide a full and confidential administration service. As defined by the CEO, to manage day-to-day operational aspects of the COBIS Head Office. To act as an ambassador for the association, the team at COBIS Head Office and the CEO in all matters. To lead specific areas of administration relating to wider Board activities, to contribute to the overall management and efficient running of the association and the delivery of the strategic COBIS development plan.

1. To fully support the CEO and provide a first class and professional PA service by providing proactive and consistent administrative support which includes tracking and reporting on designated projects and Board activities.
2. To manage and be responsible for the CEO's diary commitments. To implement an efficient bring-forward system, ensuring that the CEO is fully briefed for all meetings and events, liaising with other staff to provide the necessary paperwork, maps, schedules etc.
3. To monitor the CEO's inbox and manage emails.
4. To manage day-to-day operational aspects of the COBIS Head Office. These include managing meeting room bookings and refreshments, post and petty cash, liaison with the landlord and cleaning contractors and managing stationery orders and administration relating to phone contracts.
5. To filter, respond to and follow through on queries and telephone calls to the CEO and to deal with incoming post and correspond on behalf of the CEO as appropriate.
6. To manage the preparation, distribution and filing of agendas, reports and associated documents for COBIS Board meetings, Committee meetings, the yearly AGM, team meetings/appraisals and any other internal and external meetings as requested by the CEO.
7. At meetings as outlined in point 6, to record minutes and take notes.

8. To coordinate and book overnight accommodation, refreshments and room hire when required for Board meetings, conferences and events.
9. To support the CEO with HR administration including managing recruitment campaigns, staff induction, pre-employment checks, maintaining performance management paperwork, etc.
10. To confidentially coordinate the complaints procedure for our member schools and to liaise with the CEO and Vice-Chairman as necessary.
11. To maintain a list of outstanding and recurring action tasks, and to work to ensure that these are dealt with as necessary.
12. To attend and support the COBIS Annual Conference and any other events as requested by the CEO. When required, the cost of travel expenses and overnight accommodation will be covered by COBIS.
13. To plan and arrange travel, accommodation, visa requirements and comprehensive itineraries for UK and overseas business travel of the CEO, Board and other members of the COBIS team.
14. To prepare expenses claims on behalf of the CEO and other Board members and to reconcile the monthly credit card statements on behalf of the CEO and Chairman.
15. To support with the administration of general COBIS office correspondence and to undertake general Head Office administrative duties and tasks as required by the CEO.
16. To Support the COBIS Safeguarding Officer with completing Prohibitions Checks on behalf of school staff as and when needed.

Operational Areas of Responsibility

1. To liaise closely with and support other members of the COBIS team, CEO and Board in relation to marketing activities, financial administration, the management of committees and associated development strategies.
2. To be the main point of contact between COBIS and its IT support provider, and to support internally with the management and effective use of ICT within the office including Skype, conference calls, shared cloud files, databases, etc.
3. To support with the administration of general office correspondence and to undertake general administrative duties and tasks as required.
4. To coordinate Health and Safety requirements related to the office, including being the Fire Marshal and First Aider on site (training will be provided).

Relationship Management

1. To maintain a working environment in which diversity is respected and responded to, and equality of opportunity is promoted.

2. To respond to all enquiries politely, quickly and efficiently whilst maintaining outstanding customer service standards.
3. To ensure a positive image to customers and other individuals and organisations and to promote the COBIS brand, activities and services by whatever means are appropriate and available.

These are the key tasks as currently defined. They are not listed in priority order and the post holder will be expected to take on such variations as are reasonable for this level of responsibility.

PERSON SPECIFICATION:

1. Be highly literate with excellent verbal communication skills and have the ability to engage confidently and effectively with a diverse range of stakeholders.
2. Be highly numerate and have excellent ICT skills with the ability to use with confidence, office ICT software packages, databases and communication tools.
3. Previous experience of working as a PA, Executive Assistant, registrar or administrator would be a distinct advantage.
4. To hold a professional qualification relating to business administration would be a distinct advantage.
5. To be educated to Degree Level is desirable but not essential.
6. Strong organisational skills, to be able to effectively multitask, to have strong attention to detail and a conscientious approach with a commitment to excellence.
7. The ability to handle sensitive and confidential matters with complete tact and discretion.
8. Experience building positive relationships in a commercial environment and experience providing outstanding customer service.
9. A high degree of initiative, proven ability to prioritise and manage time effectively and the capacity to adapt and respond flexibly to the unexpected.
10. Excellent interpersonal skills, ability to remain calm under pressure, to work well within a small team and without close supervision.
11. Confidence to work independently and as part of a team and a proven ability to make significant positive contributions to successful team dynamics.
12. Experience working within a professional body, in a professional services environment and/or in education and to have an understanding of stakeholders connected to schools, colleges, universities, government departments and organisations within the Education Sector whilst not essential, would be a distinct advantage.

Remuneration and Conditions of Service

- The post is available from October 2019
- The post is a permanent role
- The position is considered a full-time position: 37.5 hours a week
- The office is open Monday-Friday 09.00-17.30. Working hours/days within that period are to be negotiated and agreed in advance with the successful candidate
- Flexibility regarding working schedule at peak times would be an advantage
- The candidate will be required to attend the COBIS Annual Conference and Committee meetings which take place over 4 days in London in May as well as two additional Board meetings in September and January.
- Salary package is £33,000-£35,000 per annum depending on experience
- Holiday entitlement of 25 days plus statutory bank holidays
- Access to COBIS pension scheme in line with pension regulations. COBIS employee pension contribution is currently at 5% of salary
- Access to medical insurance and annual season ticket loan
- Candidates must be eligible to work in the UK
- Training and development opportunities are available.

COBIS Safer Recruitment Procedure

Candidates must be willing to undertake Disclosure and Baring Service checks (DBS). If appropriate to the role, a DBS check will be requested if an applicant is offered a contract of employment. All COBIS staff are required to undertake safeguarding and child protection training.

At least two professional references, both written and verbal, will be sourced from current and former employers/managers as appropriate.

COBIS Staff Structure and Place of Work

The Executive Assistant to the CEO and Office Manager will be based at the COBIS Head Office. This is currently located in Russell Square, Bloomsbury in Central London.

In addition to the EA to the CEO, the COBIS staff structure consists of the CEO, COO, Deputy CEO/Director of Professional Development and Research, Director of Accreditation, Assistant Director of Accreditation, 1 Financial Controller, 5 Officers: Accreditation, Communications, Student Engagement, Safer Recruitment and Membership, and 3 Executives: Finance, Events and Communications. The COBIS team works closely with the COBIS Chairman, elected members of the Board, consisting of serving COBIS Headteachers, Governors and School Inspectors and other colleagues within the global network who host conferences, training and student events throughout the year.

Equal Opportunities

COBIS is committed to equal opportunities and non-discrimination on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. COBIS aims to ensure equality in recruitment and employment.

Application Procedure

All candidates wishing to be considered for the post are required to submit the following two documents:

1. A covering letter/supporting statement (maximum of 600 words), addressed to the COBIS CEO, explaining their interest in, and suitability for the post, referring to the job description and person specification
2. CV, plus the names and contact details of two professional referees

Completed applications are to be submitted by email to:

pa@cobis.org.uk

If you have any questions about the position or the role and function of COBIS, please contact Dr Fiona Rogers, Deputy CEO, on +44 203 826 7190.

Closing Date: 25 October 2019

Interviews: Starting from 17 October

Interview Location: COBIS Head Office, 55-56 Russell Square, London WC1B 4HP