

<b>Job Title:</b>	Executive Assistant
<b>Location:</b>	Newham
<b>Contract type:</b>	Permanent
<b>Contract term:</b>	Full time – 37 hours per week
<b>Salary:</b>	Scale O38 – O44 (£37,650- £43,583)
<b>Job start:</b>	October 2019
<b>Accountable to:</b>	CEO/Principal

## Core Purpose:

To provide a comprehensive and strictly confidential administrative support service to the CEO and Leadership Team (LT).

## Main Duties and Responsibilities:

### Administrative/Secretarial Support

- To meet and greet the CEO/Principal & LT's visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly and professional environment
- Manage the CEO/Principal and LT's diary providing for all appointments and meetings, ensuring a manageable schedule is maintained, ensuring it is kept up to date and if needed a daily overview of forthcoming events with documentation provided to the Principal, if required
- Provide the CEO/Principal and LT with highly effective support in managing and leading the UTC, ensuring the UTC is presented in the best possible light at all times
- To be the first line of contact between the CEO/Principal and LT and any phone calls, requests from staff, students and visitors, ensuring only appropriate contact is made and manage all communications from the LT to all stakeholders
- Ensure an exemplary customer focussed reception to the CEO/Principal and LT's telephone callers, screen incoming calls, and where appropriate solve problems and queries without reference to the Executive Principal, and to uphold the reputation of the UTC
- Process the CEO/Principal's email ensuring that all important matters are dealt with confidentially and effectively in line with arrangements established with the CEO/Principal
- To contribute to the overall ethos, work and aims of the college
- Establishing constructive relationships with parents, staff and other external agencies
- To undertake high level research and prepare briefings as required
- To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the CEO/Principal and LT informed as appropriate
- To arrange and assist with meetings as requested, including booking rooms, providing refreshments, preparation of materials and minute taking, in order to ensure their timeliness and smooth-running as directed by the CEO/Principal and LT
- To complete any ad hoc reports as required
- Assist in the collation and preparation of management information and reports as required by the CEO/Principal and LT and Governors
- Format reports from the CEO/Principal and LT as required
- To type up, disseminate and file all agendas and minutes for meeting involving the CEO/Principal and LT as required and maintain accurate filing systems
- To liaise, with tact and diplomacy with UTC staff who have issues or concerns they wish to raise with the CEO/Principal and LT, and evaluate the situation to either solve the issue or arrange a meeting
- To be responsible for ensuring all complaints are properly documented and drafting emails/letters for the CEO/Principal and LT's consideration
- To liaise with professional bodies, outside agencies, other schools and organisations etc. and attend to queries as required by the CEO/Principal and LT
- To assist the CEO/Principal, LT and HR lead in investigations and casework as required
- Devise and manage systems which improve the efficiency of UTC administration in relation to the role in Liaison with the CEO/Principal and LT
- Make travel arrangements for the CEO/Principal and LT
- Arrange hospitality for visitors to the CEO/Principal, LT and Governors
- To work closely with the Clerk to Governors in liaison with the CEO/Principal over Governor visits, plus Board and Committee meetings
- Assist the Clerk in arranging meetings and preparing agendas, collating reports and minutes as required
- To clerk and assist with Governor Disciplinary/Behaviour Panels for Students and Staff as and when required
- Assist the Clerk with elections of parent/carers and staff governor appointments
- To arrange Governor Interview panels
- To plan and arrange Governors visits to the school as directed by CEO/Principal
- Act as a stand in to the Clerk should the need arise

## Staff Appointments

- To liaise with the HR Lead as required to provide support regarding staffing interviews and appointments involving the CEO/Executive Principal and LT.

## Whole College

- To prioritise and manage a varied and complex workload
- To present the college in a positive manner at all times
- To carry out any other duties as directed by the CEO/Principal and LT to support the work of the UTC commensurate to the level of the post

## Health and Safety

- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation

## Equal Opportunities

- Responsibility for ensuring that you and any staff for whom you are responsible for or may in the future be responsible for, operate the college's Equal Opportunities policies in relation to pupils, staff, parents and visitors at all times.

## Confidentiality

- Required to observe strict confidentiality in relation to all matters
- A commitment to and an up-to-date knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people
- Co-operative values
- Responsibility for ensuring that you and the staff for whom you are responsible work in line with the college ethos, values and principles at all times

N.B: This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the college in relation to the post holder's professional responsibilities and duties.

## How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview.

All applications must be uploaded to the LDE UTC website: [www.ldeutc.co.uk/apply/staff-vacancies.aspx](http://www.ldeutc.co.uk/apply/staff-vacancies.aspx)

**No CVs will be accepted.**

## Timings

The closing date for applications is 12:00noon on Monday 30th September 2019, with interviews held the following week (week beginning Monday 7th October 2019).

Candidates are welcome to contact LDE UTC for an informal discussion with Geoffrey Fowler, CEO & Principal by booking an appointment through Brooke Holdgate, HR Lead. You can contact Brooke on 0203 019 7315.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

The closing date for the receipt of applications is 30th September 2019 at 12pm, however interest in this job may be high and we therefore reserve the right to close the vacancy early.