



Job Description

Job Title: Executive Assistant
Reports to: Principal
Department: Business Support
Salary: £30,926.53 (Full time salary) (Up to 30 hours)

Overall Purpose

To contribute to the delivery of our mission through the provision of a professional Executive Support service to the Senior team and in particular the Principal. To build and develop relationships with managers and staff at all levels to provide support and share best practice throughout the College in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

Core Duties

PA responsibilities:

- To act as the Personal Assistant to the Principal
- Co-ordinate and schedule the work of the Senior Management team, including organising, scheduling and minuting meetings
- Manage post-meetings through the distribution of minutes and following up actions
- Co-ordinate and support organisational events such as 'All staff briefings', training events, staff recruitment and conferences
- Co-ordinating travel arrangements for the Senior team
- Assisting with the preparation of documents for Board meetings
- Liaising with other staff members and external parties such as parents, students, press, employers etc
- Work with the Clerk to the Trustees to ensure the timely publication of Board papers
- To manage budgets where appropriate
- To proof documents for publication
- To produce meeting resources, briefing papers and staff communications on behalf of the Senior team.
- To be responsible for and develop effective organisational files/folder structures and digital archives
- Provide an efficient, effective and customer focussed service which supports all aspects of the college
- Build relationships with managers at all levels and develop a good understanding of their work
- Engage in promoting and 'living' the core values of the College
- Support the development of strong communication and feedback channels with all staff and through a variety of mechanisms
- Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

We shortlist candidates based on essential and desirable criteria. We evidence the attributes using the application form and qualification certificates, and during interviews and skill tests.

Education & Qualifications

Attribute	Criteria	Evidence
Educated to Level 3 in a relevant qualification I.e. Business Studies, Business Administration	Essential	Certs
Level 2 or above in English and Maths	Essential	Certs
Evidence of recent and ongoing continual professional development	Essential	App Form & Int

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Ability to input data and utilise information obtained to create a set of regular key indicators	Essential	App Form / Int & Assessment
Experience of providing executive support to a senior team/individual within a fast paced and complex environment	Essential	App Form / Int & Assessment
Demonstrates digital competence with confidence in using teams, word, powerpoint, excel and databases.	Essential	App Form & Int
Knowledge of an education environment	Desirable	App Form & Int

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Effective communicator and effective both orally and in writing	Essential	App Form & Int
A confident individual who is able to work collaboratively in the interests of the organisation and respects the confidential nature of the role	Essential	App Form & Int
Be accountable and responsible for your own performance	Essential	App Form & Int
An excellent time manager who is able to own manage workload with competing deadlines	Essential	App Form & Int
Works with others to support acceptable resolutions to workplace issues	Essential	App Form & Int
Has a genuine desire to improve the lives of both our students and residents and is passionate about equality, diversity and inclusion	Essential	App Form & Int

Completer finisher who enjoys the challenge of new projects but recognizes the importance of ongoing processes and systems	Essential	App Form & Int
Self-motivated and proactive approach to work	Essential	App Form & Int

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service/business needs.