



Executive Assistant

Job Description

Campus:	Cauldon and Burslem Campus, Principalship		
Responsible to:	Executive Assistant to the Principal and CEO.		
Responsible for:	N/A		
Grade:	£24,669 per annum (Grade 3A, SCP 23) increasing to £25,138 per annum (Grade 3, SCP 13) from 1 st October 2022		Hours: Full-time, 37 hours per week, 1.0 FTE, Permanent

Role Summary:

To provide a confidential, effective, professional and efficient administrative/senior secretarial support service for the Executive team, in particular, to provide support to the Deputy Principal and the Chief Financial Officer, as well as support to the wider Executive Board team. To work closely with colleagues to support the achievement of College objectives.

Main Duties and Responsibilities:

- Efficiently plan and manage diary appointments for members of the Executive Team, including making any travel arrangements, and assisting in the preparation of reports and presentations.
- Liaise professionally with external agencies and facilitate meetings for the Executive Team.
- To provide administrative support external quality assurance processes including Ofsted, ESFA and FEC.
- Maintain processes and controls in line with filing systems currently in place.
- Organise, attend and minute departmental meetings, as necessary.

General

- Organise meetings and produce/circulate minutes as required and proactively follow up all actions arising from meetings on a regular and timely basis.

- To communicate, liaise and support Executive Board members to ensure actions are completed in a timely manner.
- To proactively deal with any enquiries from Governors and other external Stakeholders i.e. the ESFA, Provider Management Oversight unit, DfE, Internal/External Auditors, FE Commissioner. Compose miscellaneous correspondence from Governors and members of the Executive team.
- Professionally and accurately prepare letters, documents and reports and carry out other related secretarial support tasks including recording and distribution of mail.
- To ensure the fully approval of documentation by the Principal and CEO prior to distribution to Governors and external stakeholders.
- Communicate and liaise confidently and effectively with staff at all levels across the organisation as required.
- Build and maintain strong communications and relationships with external stakeholders.
- Work effectively as part of the Executive Office administrative support team and develop efficient communication systems within that team. To work closely with and provide cover when necessary for the Principal & Chief Executive's EA and Governance EA as required.
- Maintain a high level of confidentiality as required, applying discretion and judgement.
- Have knowledge of and remain abreast of issues relevant to the post, including attending mandatory CPD sessions.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

- To set an example at Stoke on Trent College for others continuously striving for excellence and embedding the Stoke on Trent College values.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

This Job Description and Person Specification is accurate as at September 2022. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



PERSON SPECIFICATION

Executive Assistant

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Minimum of 4 GCSEs at Grades A to C or equivalent, including Maths & English NVQ Level 3 in Business Administration or equivalent 	<p>A, I, C</p> <p>A, I, C</p>	<ul style="list-style-type: none"> Level 4 qualification from the Institute of Executive Assistants and Administrators. 	A
Experience	<ul style="list-style-type: none"> Experience in a similar role within a fast-paced, busy environment 	A	<ul style="list-style-type: none"> Experience within an Executive office. 	A
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Excellent IT skills, with full working knowledge of Microsoft Office. Ability to take accurate minutes at meetings and to effectively present them on a timely basis. Excellent written and verbal communication skills. Excellent interpersonal skills, and the confidence and ability to liaise with all levels of seniority Excellent problem solving ability. 	<p>A</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>A, I</p>	<ul style="list-style-type: none"> Project management skills to support coordination of key objectives. Highly developed prioritisation skills. Ability to communicate and chase action points. Experience in using OneDrive. 	<p>I</p> <p>I</p> <p>I</p> <p>I</p>

	<ul style="list-style-type: none"> Detailed understanding and awareness of confidentiality as required, and commitment to applying discretion and judgement. 			
Other	<ul style="list-style-type: none"> Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. An enthusiastic and motivated approach to the achievement of College objectives. Calm disposition and professional during busy periods. Commitment to own professional CPD. 	<p>I</p> <p>I</p> <p>I</p> <p>I</p>		