



JOB DESCRIPTION

Job Title: Executive Office Assistant

Grade: Grade 4

Line Manager: Executive Office Manager

1. Job Purpose

- 1.1 The primary function of this role is to provide proactive and efficient administrative support to the College's Senior Leadership Team.
- 1.2 This role is based within the College's Executive Office which, in addition to providing SLT support, is also responsible for all marketing, events and communications.
- 1.3 The Executive Office Assistant post holder will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

2. Key Responsibilities

General

- 2.1 Working alongside the Executive Office Manager to support the day to day management of the Principal's diary, responding to and scheduling requests for meetings and briefing the Principal accordingly. Undertake all necessary meeting preparation including printing non-confidential papers, arranging room bookings and refreshments.
- 2.2 Provide general administrative support within the Executive Office, including for the Senior Leadership Team as required. This may include handling potentially sensitive and confidential information and supporting safeguarding concerns.

- 2.3 Assist with the drafting of general communications (both internal and external) in line with strategic priorities.
- 2.4 Assisting with the planning and organising of events including providing in person support.
- 2.5 Research options and liaise with external contractors for the provision of services as required. Preparing cost proposals ensuring value for money.
- 2.6 Prepare accurate notes for the weekly all staff briefing and ensure that they are shared within a prescribed deadline.
- 2.7 Collate the weekly College News with information from across College to be shared with students and their parents/guardians.
- 2.8 Ensure that all central College information is kept up to day including organisation charts, staffing information and faculty lists.
- 2.9 Work with the Executive Office Manager to collate and fulfil requests for marketing materials for recruitment events and manage stocks of the giveaways.
- 2.10 Supporting the Reception team during busy times including responding to emails received in the Admin inbox. Provide a Reception service outside of term time.
- 2.11 Work in a collaborative way across the Executive Office and wider team which includes Reception and the Shop, taking a proactive approach to problem solving and generating innovative ideas for improvements to working practices.
- 2.12 Ensure that personal data records must be compliant across the College and that all information is confidentially stored and processed in line with GDPR requirements, as per the advice of the Data Protection Officer.
- 2.13 To comply with the policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations, reporting all concerns to the appropriate person.

3. Knowledge, Skills and Experience

| Category | Skills and Experience | Essential/ Desirable | Source |
|-------------------------------|---|---------------------------------|---------------------------------------|
| General office administration | <ul style="list-style-type: none"> ● Experience of providing administrative support in an office environment. ● Ability to work under pressure and remain calm. ● Confident and able to use own judgement. ● Excellent organisational skills ● A positive team player. | Essential | Application form/Interview/References |
| IT and communication | <ul style="list-style-type: none"> ● Excellent interpersonal and communication skills, with the ability to deal with people in a supporting and | Essential | Application form/Interview |

| | | | |
|------------------|---|------------------------|----------------------------|
| | <p>caring manner whilst being firm when required.</p> <ul style="list-style-type: none"> • A high standard of written English with demonstrable experience of drafting accurate documentation. • Excellent IT skills including Microsoft Office packages and Google software. | | |
| Other | <ul style="list-style-type: none"> • A proactive approach to problem solving. • A proven ability to work with limited supervision at times. • Have a flexible and can-do attitude • Experience of working in a customer service environment. | Essential | Application form/Interview |
| Qualifications | <ul style="list-style-type: none"> • A level qualifications or equivalent | Desirable | Application Form |
| Job Requirements | <ul style="list-style-type: none"> • Hold a full and valid driving license with access to a vehicle for work purposes. • Able to work outside of normal College working hours when required to support events. | Desirable Essential | Application Form/Interview |