



Job description: Executive Assistant

Status	Permanent
Base	Waterloo Centre / Chelsea Centre <i>Post holder will be required to work across College sites and at other locations</i>
Salary	Circa £32,202
Hours of work (per week)	36 hours per week
Reports to	Executive Administration Manager
Manager to	N/A

ROLE PURPOSE

- Provide an effective personal assistant support to members of the Senior Leadership Team as required.
- To oversee the servicing of College committees / meetings.
- Support centre-based administration as required.

MAIN ACCOUNTABILITIES

1. Carry out duties in a manner that portrays a professional image of the College and builds positive relationships with stake holders.
2. Oversee the servicing of College committees, liaising with their Chairs to ensuring that all appropriate arrangement for meetings are made and that College standards are met.
3. Facilitate committee meetings by assisting in the setting of dates and agenda and inviting appropriate members to meetings.
4. Liaise with committee members regarding agenda items and documentation for meetings, circulating papers accordingly.
5. Act as note taker for committees, drafting minutes and circulating them to attendees in line with College timescales.
6. Undertake Diary management (using MS Outlook Calendar), managing engagements and organising and facilitating meetings as required.
7. Process post, emails and other communication, including drafting letters where appropriate.
8. Deal with telephone calls/answering queries from staff and students as required.
9. Give impartial advice to staff, students and members of the public on appropriate procedural and practical matters.
10. Assist with the preparation of meeting documents & spreadsheets and drafting of correspondence.
11. Set up and maintain filing systems systematically and promptly.
12. Manage the Data Protection and Freedom of Information log by providing initial responses to requests, logging requests and following up with relevant staff to ensure requests are responded by the required dates.
13. Contribute to key College events such as student awards ceremonies and open days.
14. Assist with improving internal communication including ensuring key college leadership & management documentation is kept up to date and is made available to staff as appropriate using agreed internal communications channels.
15. Assist the Senior Leadership Team in the facilitating the appropriate management of the College as required.
16. Work flexibly, including providing PA support to other members of the Senior Leadership Team when required.
17. Support Centre based curriculum administration when required.

18. To work with the Executive Administration Team to develop and maintain administrative systems for providing effective services across college centres, as directed by the Executive Administration Manager.
19. To undertake any administrative duties as directed by the Executive Administration Manager and Senior Leadership Team in relation to the support of the Senior Leadership Team.

GENERAL COLLEGE RESPONSIBILITIES

1. To attend relevant training and meetings as required.
2. To be committed to Continuous Professional Development (CPD)
3. To contribute to the effective management and promotion of equality and diversity
4. To work in accordance with the Health & Safety at Work Act, ensuring the College is a safe environment for staff, students and visitors.
5. To promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with.
6. To work at all times in accordance with Morley College's policies and procedures.
7. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with.

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will develop productive working relationships with staff from all sections of the College, its learners and other College stake-holders as appropriate. The Post holder will have specific contact with the following staff:

- Senior Leadership Team
- College Leadership Group
- Executive Administration Team

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DBS STATUS
This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Executive Assistant
Essential Criteria:	
<ul style="list-style-type: none">• Educated to A-Level or equivalent and• 5 GCSEs (Grades A-C) including Maths and English or equivalent.• Proven ability to work routinely on own initiative with minimum supervision.• Significant relevant administrative experience, including experience in a personal assistant role.• Excellent command of English, with strong communication skills (verbal and written), including the ability to draft correspondence appropriately.• Excellent note taking and minute taking skills.•• Excellent inter-personal skills with the ability to liaise effectively with different audiences.• Excellent organisational skills including in relation to paper and computer data, including experience of setting up systems.• Excellent IT skills including the ability to use MS office Word, Excel, Internet Explorer, Outlook, MS Teams and Power Point; plus, excellent keyboard skills and experience of using databases for both data entry and retrieval.• Proven ability to work with a high level of accuracy in detailed work.• Proven ability to prioritise tasks and meet deadlines.•• Ability to maintain confidentiality as required by Data Protection legislation and as appropriate to the post.• Have a commitment to and be able to demonstrate knowledge of health and safety, equality and diversity and safeguarding as appropriate to the post.• Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.• A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount	
Desirable Criteria	
N/A	