

JOB DESCRIPTION

TITLE:	Executive Assistant (for Sixth Form Leadership Team)
GRADE/SALARY:	Grade I £12,984.47 up to £14,181.52 (FTE 28,994 up to £31,667)
HOURS:	18 hours per week working over 41 weeks a year term time.
RESPONSIBLE TO:	Principal Sixth Form
CAMPUS:	Strode's/Windsor
JOB PURPOSE:	To provide administrative support for the Sixth Form Leadership Team

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

Key Accountabilities:

Provide administrative support for the Sixth Form Senior Management Team

- Provide digital administrative support for the Sixth Form Leadership team.
- Ensure all meetings, including student management, external stakeholders and quality reviews, are supported and diaries maintained as required.
- Initiate agendas and papers and prepare minutes for meetings, as required.
- Liaise with the Assistant Principals, Exams' Manager, MIS and ALS teams to support the planning and organisation of internal and external exams.
- Liaise with all relevant staff to compile and update a college calendar for the Sixth Form provision including key dates for practical assessments, coursework and other significant assessments for staff, students, parents and carers.
- Assist with and support the compilation of key documents and reports as required.
- Assist with the compilation and sharing of weekly key messages for the Sixth Form colleges including the updating of relevant intranet pages.
- Liaise with key stakeholders for the Sixth Form including the Strode's Trustees, the Coopers' Company and the Sixth Form Colleges' Association
- Assist with interview arrangements for new staff, as required.
- Such other duties as may be reasonably requested.

Support the delivery of events at Strode's College

To support the lead event manager in, the coordination and management of key events including:

- Enrolment and Induction of new students
- Annual Prize Giving
- Open Evenings
- Student based recruitment events: Welcome Days and Year 10 Days
- Community events
- Staff events including training and development

Note

The post will be primarily based at Strode's College campus, but the duties of the job will require the post holder to work across both Sixth Form colleges.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION

Executive Assistant

	Essential	Desirable	Source of Evidence
EDUCATION			
Educated to Level 3 or equivalent (i.e. A-Level, NVQ Level 3, AVCE, National Diploma) (Please state this in your application)	✓		AF
English qualification at Level 2 or equivalent (GCSE Grade C or above)	✓		AF
Maths qualification at Level 2 or equivalent (GCSE Grade C or above) or willing to work towards			AF
A Level 2 qualification (GCSE A-C or equivalent) in ICT or willingness to work towards (Please state this in your application)	✓		AF
Business Administration / Customer Services Qualification (or willingness to work towards)	✓		AF
EXPERIENCE			
Demonstrable experience of providing high quality customer service in a busy environment	✓		AF / IV
Proven administration experience	✓		AF/IV
Proven experience in managing budgets		✓	IV
Experience of working in an educational environment		✓	AF
Experience supporting busy teams through excellent organisational skills	✓		IV
SKILLS/KNOWLEDGE/ABILITIES			
Proven verbal, written & communication skills – the ability to communicate effectively with a wide range of people, both internally and externally at all levels	✓		AF/IV
Excellent IT/technology skills, including Google Docs, Microsoft Office (essentially Excel and Word). Willingness to use E-Systems.	✓		AF/IV
Knowledge and understanding of the importance of confidentiality and dealing with sensitive information	✓		AF / IV
Flexible approach to working practices including the ability to work effectively as a team member.	✓		AF / IV
Self-motivated to initiate and resolve problems.	✓		AF / IV
Proven planning & organisational skills, ability to multi-task and to work under pressure, meet deadlines and to prioritise own workload, with minimum supervision	✓		AF / IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation

All or some of the above elements may be assessed at interview