

# Capel Manor College

## Executive Assistant to the Principal

---

### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Executive Assistant to the Principal
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale SO1 Points 26-29
<b>Responsible to</b>	Central Administration Services Manager
<b>Location</b>	Enfield
<b>Contract</b>	Full-time, Permanent

### Key Responsibilities:

The key responsibility of the Executive Assistant to Principal is to lead, personally, the support provided to the Principal. Deliver the Executive Support function servicing to the College leadership community. And deliver high-quality personal assistance to members of the College leadership team.

### Responsibilities:

1. As Executive Assistant to the Principal provide high level of support to include:
  - a. Acting as the first point of contact for the Principal including by telephone, emails and in-person visits.
  - b. Managing the Principal's diary (using Outlook) to include making appointments and arranging internal and external meetings and travel arrangements.
  - c. Preparing letters, reports, and other documents including in preparation for meetings and presentations for the Principal.
  - d. Attending meetings, taking minutes, creating and distributing agendas, action plans or matters arising lists and assisting with follow-up.
  - e. Liaising and working closely with the Director of Governance, members of the Customer Support Services Team and other relevant departments/individuals throughout the College as required.
  - f. Organising hospitality for significant visitors and VIPs to the College.
  - g. Obtaining data and information and undertaking research for projects.
  - h. Coordinating and maintaining papers, files and key records including financial, planning, historical and legal paperwork.
  - i. Processing invoices and overseeing the budgets relating to the Executive Office.
  - j. Liaising with stakeholders including Governors, funding agencies, awarding bodies, partners, and other organisations.
2. As part of the Executive Office Team, provide support to wider College activity in collaboration with the Customer Support Services Team. This may include:
  - a. Supporting the organisation and delivery of College events such as Patron's Day, VIP visits, staff conferences, awards ceremonies, fundraising events, all-staff meetings and social events.
  - b. Taking notes at staff and student disciplinary meetings.
  - c. Assisting with the execution of the legal and organisational commitments to safeguarding, health and safety, financial regulations and human resources.
3. As part of the Executive Office Team, undertake the role in a way that enhances the reputation of the College and College leaders. This may include:
  - a. Ensuring that work generated by the College Management Group is of the highest standard; proof-read and processed in a timely way.
  - b. Ensuring confidentiality of data and meetings at all times.
  - c. Maintaining a contacts and relationship management list to support proper and timely communications with the key stakeholders and partners.
4. Line manage the Executive Support Administrator, including managing annual leave, sickness, performance, training and development.

## **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development
- NVQ 2 or equivalent in Business Administration (or similar)
- Professional PA qualification or equivalent by experience.

### **Experience**

- Experience of working in an administrative environment at a senior level
- Experience of leading a team in customer service or similar environment
- Experience of working in an educational environment

### **Skills, Abilities and Knowledge**

- The ability to develop positive working relationships with individuals at all levels
- Substantial experience of using Microsoft Word, Excel, PowerPoint, and Outlook (OneNote – desirable)
- Successful experience of project and/ or event management
- Effective communication/organisation skills and ability to work on own initiative and as part of a team
- The ability to communicate effectively orally and in writing.

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required