



JOB DESCRIPTION

POST TITLE: EXECUTIVE ASSISTANT - PRINCIPALSHIP
POST NUMBER: WREQ3014
GRADE: MANAGEMENT SPINE

CONTEXT

Weston College is a major organisation and one of the largest colleges in the UK. An Executive Assistant is sought to support the corporate direction of the College, reporting directly to the Principal and Chief Executive. The role will support a team of colleagues with corporate responsibilities as well as key project work associated with governance. The need for confidentiality is an absolute requirement.

JOB PURPOSE

The role will require an exceptionally organised individual who can provide an extensive and excellent service to the team, with an extensive remit in a progressive and successful organisation. You will be required to respond quickly to diverse issues on a daily basis. Whilst you will be line managed by the Principal and Chief Executive, you must be confident to work on your own and to use your initiative. This role requires a graduate who is keen to learn and develop new skills and further develop knowledge and new approaches. In addition, you will:

- Need to formulate strategy, anticipate outcomes and prepare analytical reports.
- Be responsible for the provision of a confidential and comprehensive administrative and Personal Assistant service to the Principalship and the corporate services areas of the organisation.
- Lead on key projects which will include the supervision of other staff including PA's and Administrative staff.
- Form part of the Principalship administrative team to support the Leadership Board and other areas as appropriate, with regard to holidays, sickness and exceptional workload peaks.
- To participate in marketing activities and liaise with external agencies as appropriate.
- Have financial acumen and an understanding of data interpretation.
- Produce key reports/research including project management as appropriate. This may also include bespoke reports for Governance/Funding body alongside appropriate minuting of committees.

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DUTIES AND RESPONSIBILITIES

- Take clear responsibility for systems, support, diary management and meeting schedules, as well as taking minutes of relevant key meetings.
- An ability to recognise and resolve conflicting work priorities on a day-to-day basis.
- Provide the full range of administrative and executive assistant duties for the Principalship.
- Facilitate the work of the Principalship by arranging meetings, co-ordinating diaries and transmitting information between offices. This will involve extensive calendar and diary management. Act as first point of contact for general liaison with relevant agencies.
- Undertake research and project management as necessary to provide the Principalship with background papers, and presentation material on specific projects to ensure sufficient briefing on matters of importance prior to meetings, discussions etc.
- Undertake all necessary administrative functions for meetings (preparing agendas, including reports, taking minutes etc), summarise action points and monitor the implementation of decisions, progress chase as necessary and report back to the Principalship or designated manager.
- Be responsible for ensuring all urgent correspondence is dealt with as a matter of priority. Reply as necessary on behalf of the Principalship, drafting responses to letters and general enquiries for approval before issue.
- Implement and manage a comprehensive document storage system.
- Undertake progress chasing as required.
- Liaise with the College Leadership Board, Senior and Middle Management Team as appropriate, to plan and implement a range of management tasks and to ensure their prompt and accurate completion by relevant deadlines.
- This role will as a necessity include working outside normal hours where the postholder will need to assess situations and ensure the smooth running of key high-profile functions.
- Any other duties commensurate with the grade of post.



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TYPES OF WORK

The work involved with this post is diverse and will include, but not be limited to:

- Coordinating a team of staff where a particular event, meeting or project requires this.
- Compilation and production of reports, including the presentation of them if required.
- Masterminding data collection systems for the office of the Principal and Chief Executive and producing summary reports for this data.
- Accompanying the Principal to key meetings and also representing him where appropriate.
- A range of national and in the future international visits/contract development.
- Work on all strategic developments.
- Preparation of all confidential data reports relating to remuneration committee and conditions of service.
- Devising new systems to chase down data in the future.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a member of Weston College, you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment and classroom equipment.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, Point D: £30,486.00 per annum.

This role may be eligible for Performance Related Pay (PRP).

HOURS

Hours of attendance: 37 hours per week (to be flexible depending on the requirements of the job).

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

SPECIAL NOTES OR CONDITIONS

Due to the nature of this post, a flexible approach to working hours will be required, undertaking work outside of standard working hours to meet the demands of the post.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
Degree or equivalent level qualification.	✓	
Professional qualification which is relevant to the role.		✓
A recognised qualification in shorthand.		✓
Minimum of 3 years' experience in a role supporting management.	✓	
Excellent IT skills.	✓	
Financial acumen.	✓	
Good telephone manner and the ability to deal with people diplomatically but firmly when necessary.	✓	
Self-motivated, proactive and professional.	✓	
Proven track record of working to deadlines.	✓	
Ability to handle multiple assignments and adapt to on-going changes in business plans and goals.	✓	
Strong organisational skills, flexibility, initiative and the ability to work well under pressure.	✓	
Ability to recognise potential problems and to formulate solutions.	✓	
Possession of a Project Management qualification.	✓	
Experience of working in a fast-paced environment.	✓	
Experience of change management.		✓