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| **Job title:** Executive Assistant – Deputy CEO  **Reporting to:** Deputy CEO  **Base:** The Roundhouse with flexible working across all campuses/home in accordance with  business needs |
| **Hours** 37 hours per week, 52 weeks per year  **Contract Type** Support  **Holidays** 20 days holiday subject to service increases (5 days after 5 years) plus 8 bank holidays and 6 college closure days where applicable pro rata  **Salary**  Competitive |
| **Job Purpose**  Provide professional and comprehensive support and assistance to the Deputy CEO (DCEO). This role requires a combination of strong administrative, communication, and analytical skills, with a focus on supporting the DCEO's decision-making processes. |
| **Key responsibilities**   * Collect, analyse, and present data, drawing meaningful conclusions for decision-making. * Organize meetings, including room bookings, logistics, catering, car parking, and setting up presentations. * Take minutes during meetings and ensure accurate documentation. * Follow up on actions agreed in meetings attended by the Executives including prioritising and * researching matters and conveying action points as applicable to other staff. * Coordinate travel arrangements, including transportation, accommodation, and itineraries. * Ensure the quality and accuracy of documents and papers. * Build and nurture professional relationships across various departments and external stakeholders. * Undertake a wide range of administrative duties to ensure smooth operations. * Regularly review and prioritize workload, which may require working extended hours to support with meeting urgent deadlines, and supporting with events such as enrolment, invigilation, open evenings as required. * Organize and maintain office and college systems to streamline operations. * Ensure compliance with internal processes and contribute to their development. * Perform other tasks as requested by leadership team members. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required the DCEO.   **Analytical Support**   * Conduct research and analysis on a variety of topics relevant to the DCEO's work. * Review management information reports and dashboards and present headline information to inform the DCEO. * Undertake fact-finding on behalf of the DCEO to inform decision-making.   **Information Management**   * Manage the DCEO's calendar, including scheduling meetings and appointments. * Make preparations for meetings, ensuring time is effectively spent. * Organise and maintain digital files and documents. * Screen and prioritise communications, ensuring the DCEO is aware of urgent matters.   **Administrative Support**   * Prepare meeting agendas, record minutes and follow-up actions. * Undertake project management tasks, including tracking deadlines and deliverables. * Liaise with internal and external stakeholders on behalf of the DCEO. * Provide support to the DCEO's team, ensuring availability of information and deadlines are met.   **Communication**   * Draft correspondence, including emails, letters, and reports on behalf of the DCEO. * Communicate effectively with a variety of stakeholders, both verbally and in writing. * Build and maintain strong working relationships with colleagues. |
| **PERSON SPECIFICATION** |
| **Competencies**  **Essential**   * Analytical and problem-solving abilities, including experience with data analysis, interpretation, and reporting * Managing multiple tasks and meeting tight deadlines * Strong communication skills across all levels within the organisation and externally, both verbal and written * Excellent organizational skills and the ability to identify priorities within a demanding workload * Strong interpersonal skills with the ability to develop and maintain professional relationships with internal/external stakeholders at all levels, to ensure key actions are achieved * Ability to remain composed and focused in high-pressure situations * High level of discretion and a commitment to confidentiality when handling sensitive information * Exceptional attention to detail in all tasks * Able to co-ordinate and manage projects and events * Highly proficient with MS Office programmes including Word, Excel, Outlook and PowerPoint and document management |
| **Knowledge & Experience**  **Essential**   * Recent experience within a similar role providing support to senior leadership * Experience of analysing data to draw and present key conclusions * Effective diary management * Experience of leading and managing projects   **Desirable**   * Previous experience of working within the education sector |
| **Qualifications**  **Essential**   * GCSE (or equivalent) in English and Maths   **Desirable**   * Educated to degree level * Level 2 IT qualification |