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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.
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| **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
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| **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
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| **Qualifications****Essential*** GCSE (or equivalent) in English and Maths

**Desirable*** Educated to degree level
* Level 2 IT qualification
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