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| **Job title:** Executive Assistant – Leadership Team  **Reporting to:** Director of HR  **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**  £30,000 per annum |
| **Job Purpose**  Provide professional and comprehensive support and assistance to members of the Derby College group (DCG) leadership team including the Director of HR, Vice Principal of Quality of Education and Deputy CEO. |
| **Key responsibilities**   * Conduct background research and present findings on various topics as requested by the leadership team. * Collect, analyse, and present data, drawing meaningful conclusions for decision-making. * Organize meetings, including room bookings, logistics, catering, car parking, and setting up presentations. * Arrange and manage meeting cycles and maintain calendars for leadership team members. * 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. * Prepare presentations, reports, and general documents. * Support leadership team members in preparing papers, speeches, and briefings. * Ensure the quality and accuracy of documents and papers. * Build and nurture professional relationships across various departments and external stakeholders. * To organise official College functions from initiation to completion - i.e. Prize Awards evenings, official 'openings', and official visits by civic / parliamentary dignitaries. * To check and update policies and procedures electronically on SharePoint. * 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 by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **PERSON SPECIFICATION** |
| **Competencies**  **Essential**   * Managing multiple tasks and meeting tight deadlines * Strong communication skills across all levels within the organisation and externally * 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 * Collating and analysing both textual and numerical data to draw key conclusions * Ability to remain composed and focused in high-pressure situations * High level of discretion and a commitment to confidentiality * 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 * 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 |