

## Job Description

<b>Job Title:</b>	Executive Assistant – Curriculum and Quality
<b>Responsible To:</b>	Deputy Principal
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Colchester
<b>Salary:</b>	£26,269 - £28,644
<b>Date of last review:</b>	July 2024

### **Purpose Statement:**

To provide comprehensive administrative support to the Deputy Principal and Assistant Principal (FE) and other members of the Senior Team as required. Undertake initial research and produce policies, reports and formal papers for the College Executive team. Oversee the timely updating of all College policies.

Organisation of College events, meetings and professional development activities. Provide comprehensive administrative support to the College Nominee(s) before and during an Ofsted inspection.

### **Main Duties & Responsibilities:**

#### **Administrative Support**

<b>1</b>	Provide high-level administrative support to the Deputy Principal and Assistant Principal (FE), including calendar management and meeting coordination.
<b>2</b>	Manage correspondence, including emails and phone calls, ensuring timely and accurate communication.
<b>3</b>	Manage and prioritise multiple tasks and projects with attention to detail, ensuring deadlines are met.
<b>4</b>	Provide support to College Nominees before and during Ofsted inspections
<b>5</b>	Coordinate and minute meetings including preparation of agenda, presentations, minutes and actions.
<b>6</b>	To provide oversight of the full suite of College policies, to ensure timely updating and approval and that there is appropriate access to all current policies, internally and externally as required.

#### **Research and Reporting**

<b>7</b>	Undertake research to inform the production of policies, reports and formal papers.
<b>8</b>	Prepare, produce, edit, and format documents, reports, letters and presentations.
<b>9</b>	Interrogate College systems to provide data and reports to Senior leaders.

10	Analyse data generated through surveys etc to inform reports and action plans.
11	To co-ordinate the annual College Self-Assessment Report and Quality Improvement Plan, ensuring its timely submission to Ofsted
<b>Meeting and Event Coordination and Project Oversight</b>	
12	Schedule and coordinate meetings, conferences, and events, including logistics, agendas, minutes, and follow up actions.
13	Arrange and oversee the setup and cleanup of meeting spaces, ensuring all necessary materials and technology are available and functioning.
14	Assist in the planning and execution of special projects, events and initiatives led by members of the College Executive team including cross college and professional development events
15	Monitor project timelines and progress, providing updates and reports as required.
16	Collaborate with colleagues in various departments to ensure project objectives are met.
<b>Communication</b>	
17	Support timely and highly effective communication between members of the Senior Leadership Team and internal/external stakeholders.
18	Facilitate communication across all college departments, ensuring information is disseminated effectively and efficiently.
19	Handle enquiries and requests, directing them to the appropriate department as necessary.
<b>Confidentiality</b>	
20	Handle sensitive and confidential information with the highest level of integrity and professionalism.
21	Maintain confidentiality regarding college matters, staffing issues, student information etc.
<b>Other</b>	
22	To develop and update personal professional expertise in the relevant areas.
23	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
24	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

## Person Specification

**Job Title:**

Executive Assistant – Curriculum and Quality

Qualifications	Essential	Desirable	How is this assessed?
Business administration, Executive Assistant or Personal Assistant qualification		✓	A
Professional or academic qualifications at level 3 (A Level or equivalent)	✓		
English and Mathematics GCSE grade 4 (C) or above, or equivalent	✓		A
Evidence of continued professional development		✓	A
Experience	Essential	Desirable	How is this assessed?
Minimum of 3-5 years of experience in an High-Level Administrative and Support role, preferably within an educational setting.	✓		A / I
Experience of using Microsoft packages including Teams, Excel, Word, PowerPoint and Outlook and other relevant software to a very high level	✓		I
Knowledge and experience of Ofsted inspections		✓	A / I
Experience of undertaking research to enable the preparing, editing and formatting of reports and presentations.	✓		I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Exceptional organisational and time management skills.	✓		I
Strong written and verbal communication skills.	✓		A / I
Strong interpersonal skills and the ability to represent the organisation professionally in interactions with visitors to the Executive Team.			
Ability to work independently and as part of a team.	✓		I
Strong problem-solving skills and the ability to make decisions proactively.	✓		I

Additional Requirements			
Flexibility to work occasional evenings and weekends as required.	✓		I
Ability to travel between sites occasionally for meetings and events.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Presenting a friendly and professional image whilst maintaining a sense of calm	✓		
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability and willingness to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		A/I
Integrity and sound professional judgement	✓		

This job description is intended to outline the general responsibilities and qualifications for the Executive Assistant role. It is not exhaustive and may be subject to change based on the needs of the College and the College Executive team.

**KEY:**

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test