

JOB DESCRIPTION

Job Title	Executive Assistant to CEO/Principal
Salary Scale/Grade	SO1
Responsible to	CEO/Principal
Date of Job Description	April 2022

Purpose

To provide a confidential, effective, professional and an efficient Executive Assistant support service for the CEO/Principal and ensure the provision of an overall effective EA and PA support service to members of the College Senior Management Team through coordination of areas of the work of the wider Executive Assistant and PA team. To work closely with colleagues to support the achievement of College objectives.

Main Duties and Responsibilities:

- Efficiently plan and manage diary appointments for the CEO/Principal, including making any travel arrangements, and assisting in the preparation of reports and presentations.
- Provide comprehensive support to the CEO/Principal.
- Act as an all-around gatekeeper and strategically manage the Chief Executive Officer/Principal time with respect to priorities, goals, and objectives.
- Liaise professionally with external agencies promoting the reputation of the City of Portsmouth College and its Chief Executive Officer/Principal via proactive communication, liaising with VIPs dignitaries and other stakeholders.
- To provide the management of the Senior Management Team meetings including driving the implementation of the College reporting framework to ensure that there is full visibility of the City of Portsmouth College business so that Leaders execute their Directors responsibilities effectively.
- To oversee the quality of information that goes to external agencies such as Ofsted, FEC and ESFA. To design and facilitate visits from external agencies to ensure that the showcase the City of Portsmouth College in the best light possible.
- To design creative and robust administrative processes and controls which can be utilised by the Executive Assistant and Personal Assistant team.
- Organise, attend and minute departmental meetings, as necessary.
- To support the effective operation of Senior Management Team PA support team, including coordinating the workload, aiding with prioritisation and providing cover for other member of the wider EA and PA support team.
- Support the implementation of the College Communications Strategy including the design and drafting of the regular CEO/Principal all staff email updates.
- Work cross-functionally internally and with external vendors to organise College wide events including Staff Briefings and Staff events and celebrations.

- To support the smooth running of the College including having oversight of the holiday period Duty Manager rota to ensure that the College has emergency cover at all times.

Quality, Standards, and Compliance:

Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- To attend and participate in monthly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

Additional Duties



- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.
- To be a member of such College Committees and working parties as may be agreed from time to time.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

PERSON SPECIFICATION

Job Title	Executive Assistant to CEO/Principal		
Department			
Salary Scale/Grade	SO1		
Criteria	Description	Essential Desirable (E/D)	Assessed By Application Interview Test
Education & Qualifications	<ul style="list-style-type: none"> A good standard of basic education (Maths and English GCSE pass or equivalent) 	E	A/T
	<ul style="list-style-type: none"> 2 to 3 A-Level passes or equivalent in a relevant subject 	E	A
	<ul style="list-style-type: none"> Computer literacy qualifications including word-processing and spreadsheets or equivalent experience 	E	A/T
Experience	<ul style="list-style-type: none"> Experience of working in a secretarial/ PA role within a medium to large organisation 	E	A/I
	<ul style="list-style-type: none"> Experience in managing a diverse workload and the ability to follow and review processes 	E	A/I
	<ul style="list-style-type: none"> Working in the education sector 	D	A
Skills, knowledge, and competencies	<ul style="list-style-type: none"> Strong written and verbal skills including the experience of drafting letters, reports, and accurate meeting notes 	E	A/I/T
	<ul style="list-style-type: none"> Strong IT skills including a good working knowledge of the following applications: Word, Excel, PowerPoint 	E	A/I/T
	<ul style="list-style-type: none"> Understanding of safeguarding in the context of education 	E	A/I
	<ul style="list-style-type: none"> Ability to work as part of a team 	E	A/I
	<ul style="list-style-type: none"> Ability to work on own initiative with minimum supervision 	E	A/I
	<ul style="list-style-type: none"> Ability to meet targets within agreed timescales 	E	A/I
	<ul style="list-style-type: none"> Excellent organizational skills 	E	A/I
	<ul style="list-style-type: none"> Enthusiasm and optimism 	E	A/I
	<ul style="list-style-type: none"> Flexible in approach to delivery of the role 	E	A/I

	<ul style="list-style-type: none"> Professional approach to work and appearance 	E	A/I
	<ul style="list-style-type: none"> Commitment to excellence and quality 	E	A/I
Other	<ul style="list-style-type: none"> A commitment to safeguarding and the well-being of learners 	E	A/I
	<ul style="list-style-type: none"> This post is subject to an enhanced Disclosure and Barring Service check. 	E	A/I

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.