



CITY AND ISLINGTON
COLLEGE



JOB REF NO: R001890

JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Executive Assistant - Campus (Term Time Only – Permanent/Fixed Term/Hourly Paid Considered)
RESPONSIBLE TO:	Assistant Principal
GRADE:	£ 28,846-£ 34,427 per annum (Pro Rata)
SALARY:	(Inclusive of London Weighting)

B. PURPOSE OF THE JOB

- The post holder will report to the Campus Assistant Principal following College guidelines and procedures
- The Executive Assistant supports the Campus Assistant Principal and Deputy Directors providing personal assistance ensuring their time is used effectively and that all business requirements, including but not limited to implementation of tasks, meeting minutes, and diary management, are dealt with.
- The role also requires the individual to carry out administrative duties, where a high level of ICT skills will be essential
- The duties will upon occasion involve dealing with highly confidential and organisationally sensitive information where a high level of discretion, efficiency and interpersonal skills will be required
- Considerable contact with Corporation members, external partners, Directors, staff and students will be necessary

C. MAIN DUTIES AND RESPONSIBILITIES

- Provision of a secretarial service to produce letters, reports and other documents. Research, draft and dispatch correspondence. Undertake special and confidential correspondence
- Maintaining the diaries and assisting the senior managers with time planning. Ensuring all meetings are effectively organised including provision of hospitality and booking travel and accommodation as instructed by the Campus Assistant Principal
- Provision of finance administration support for the Centre, including chasing up invoices, coding of invoices, liaising with external companies and purchasing resources. Liaising with the College finance and purchasing departments. Raising

purchase orders and other finance paperwork as requested. Overseeing the use of the Centre credit card and monthly reconciliation

- Dealing with personal callers and telephone enquiries from Corporation members, staff and students, members of the public and external organisations, including dealing with and monitoring complaints or re-directing them to appropriate staff
- Act as a gatekeeper for the Directors. Monitoring emails and prioritising or responding as appropriate
- Manage and coordinate incoming and outgoing correspondence, distribution of mail and prioritising where necessary
- Attending meetings and taking minutes as well as setting tasks and following up from meeting notes
- Ensuring that all work and activities are managed so as to meet deadlines and agreed acceptable standard, liaising and progress chasing with Corporation members, staff and outside agencies as appropriate
- Collating Lesson observations, uploading to intranet and recording on Pro-observe, including running Lesson observation reports and keeping observation schedules to follow up on paper work due
- Support the Director with HR administration as requested including paperwork for shortlisting and interviews, and organisation of interviews liaising with HR. Ensuring new management members of staff get their induction, ICT account, ID card and necessary support
- Contributing to the overall effectiveness of major internal and external events such as Student Award Ceremony, Professional Development days, Away days and other events as directed with the aim of raising the profile of the Centre
- Organising trainings for the Director, Deputy Directors and Curriculum managers and managing systems to capture training and development information for the Centre
- Conducting research as directed by seeking information from within the College and from outside bodies and providing written summaries when required
- Organising the Duty Management and First Aid rota, keeping them updated and dealing with any changes that may be necessary
- Operating Windows based integrated software packages, scanners and photocopiers and distributing work produced. Uploading document to the intranet as requested
- Ensuring the office systems and equipment are kept in working order.

D. EXPECTATIONS OF THE POST HOLDER

- In carrying out these duties, the post holder is expected to ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Ability to effectively work with people at all levels within all organisation and external contacts
- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

Please download a copy of the relevant framework for this role¹ at <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

Qualifications and Experience

Essential/ Desirable	Details
Essential	Significant experience in a PA secretarial/administrative role
Essential	Degree level education with strengths in English and Mathematics, including dealing with analytical data
Essential	Willingness to maintain a variety of responsibilities, flexible, and helpful and have experience working within a team
Essential	Experience in the use of office equipment such as PCs

Knowledge and Understanding

Essential/ Desirable	Details
Essential	Highly confident with using Microsoft software packages, especially Outlook, Word, Excel and PowerPoint. With ability to prepare PowerPoint presentations and Excel spreadsheets
Essential	Excellent written English and editing abilities

Skills and Abilities

Essential/ Desirable	Details
Essential	An articulate individual who can relate to people at all levels of an organisation. High level of confidence and interpersonal skills. Able to act diplomatically and with discretion
Essential	Ability to lead a team

¹ For Management roles - *College's Management Behaviour Framework*
For Business Support Roles - *Business Support Competency Framework*
For Teaching Roles – *Teaching Standards*

Essential	High level of motivation and an interest in the educational sector
Essential	High level ICT skills and accurate keyboard skills
Essential	The ability to set own objectives and work effectively under pressure
Essential	The ability to promote the College's Equal Opportunity policy in all aspects of the work of this post
Essential	Ability to multi-task and prioritise effectively
Essential	Excellent organisational skills and the ability to plan ahead effectively
Essential	Orderly and systematic approach to work tasks
Essential	A firm commitment to customer care and high quality service delivery
Essential	Flexibility of approach. Demonstrating experience maintaining confidentiality and discretion related to personal and business matters

Safeguarding and Equality

Essential/Desirable	Details
Essential	Demonstrated commitment to equality of opportunity and the safeguarding and welfare of all pupils
Essential	Willingness to undertake training as required
Essential	This post is subject to an enhanced Criminal Records Bureau disclosure