

Job Description

Job Title	Executive Assistant
Main Purpose	The Executive Assistant will provide high-quality, confidential, and professional executive support to the Principal & Chief Executive and the Executive Team. The postholder will ensure the efficient and effective operation of the Executive Office, supporting strategic and operational priorities across the College. This will include managing complex diaries, coordinating meetings, preparing reports, and supporting governance functions to enable the smooth running of senior leadership activities.
Salary	Band G
Line Manager	Head of Governance
Date Job Description Agreed	15 th October 2025

MAIN DUTIES

Key Requirements:

Executive Support

- Provide comprehensive, confidential, and professional executive support to the Principal & Chief Executive and the Executive Team.
- Manage complex electronic diaries, exercising sound judgement in prioritising appointments, commitments, and meeting preparation.
- Anticipate requirements and ensure the Principal and Executive Team are fully briefed and equipped for all meetings and engagements.
- Prepare, proofread, and format high-quality correspondence, reports, presentations, and briefing materials on behalf of the Executive Office.
- Act as the primary liaison for the Principal & Executive Team, managing relationships and communications with internal and external stakeholders in a professional and diplomatic manner.

Administrative Support

- Oversee the day-to-day administration of the Executive Office, ensuring its smooth and efficient operation.
- Deliver a high-quality, proactive, and comprehensive secretarial service to the Executive Team, including diary coordination, document preparation, and meeting support.
- Manage and prioritise correspondence, telephone calls, and emails on behalf of the Executive Team, ensuring timely, accurate, and appropriate responses.
- Maintain robust filing systems and records, both electronic and physical, in line with confidentiality, data protection, and GDPR requirements.

- Support the coordination, recording, and monitoring of actions arising from Executive and strategic meetings to ensure timely completion.

Communication and Liaison

- Serve as a key communication conduit between the Executive Team, staff, partners, and external agencies, ensuring information is conveyed clearly, accurately, and in a timely manner.
- Draft, edit, and proofread official documents, communications, and presentations in support of College business.
- Represent the Executive Office with professionalism and uphold the College's mission, vision, values, and culture in all interactions.

Travel and Event Coordination

- Arrange and manage complex travel itineraries, accommodation, and transport for the Principal & Executive Team.
- Plan and coordinate meetings, visits, events, conferences, and seminars to a high professional standard, ensuring smooth delivery and attention to detail.

Confidentiality and Discretion

- Handle sensitive and confidential information with the highest level of integrity, discretion, and professionalism.
- Demonstrate sound judgement and reliability when dealing with confidential matters or sensitive correspondence.

Corporate Responsibilities

- Use College IT systems and digital tools effectively to complete tasks efficiently and to a high standard.
- Safeguard and promote the welfare of children, young people, and vulnerable adults in line with statutory and College requirements.
- Ensure safe working practices are followed in compliance with relevant Health & Safety legislation.
- Promote and uphold the principles of equality, diversity, and inclusion in all aspects of work.
- Support quality assurance and continuous improvement activities within the College.
- Participate actively in team meetings, performance management reviews, and staff development activities.

Undertake such other duties commensurate with the level and responsibilities of the post as may reasonably be required.

Person Specification		
Attributes	Essential	Desirable
Qualifications	- Level 3 Business Administration qualification, or equivalent. - GCSE English and maths	- Level 4 Business Administration qualification
Experience	- Substantial experience of working in a similar role, preferably supporting executive-level staff. - Proficiency in managing office systems, record-keeping, and handling complex schedules. - Experience of utilising Microsoft office packages, including Word, Excel and PowerPoint. - Outstanding administration skills.	- Experience of working as an Executive PA in a busy fast-paced and professional environment.
Minute Taking Skills	- Exceptional minute-taking skills with a keen eye for detail and accuracy. - Ability to summarise discussions and decisions effectively.	
Organisational Skills	- Highly organised with the ability to work calmly and effectively in a busy environment where priorities can change, often a short notice. - Possess excellent time-management skills with the ability to problem solve and be a brilliant multi-tasker. - Demonstrate the ability to be pro-active and take the initiative.	
Communication Skills	- Strong written and verbal communication skills. - Excellent command of the English language and ability to produce coherent high quality written documents, including minutes. - Ability to communicate effectively with individuals at all levels, both internally and externally.	
Discretion and Integrity	- Demonstrated ability to handle sensitive information with the highest level of confidentiality and integrity.	