**Job Description**

**Post**: Executive Assistant to the Principal/Chief Executive

**Location**: Hartlepool (with an expectation to also work from Middlesbrough as an when required)

**Line Manager**: Principal & Chief Executive

# Job Purpose:

To provide comprehensive and confidential support to the Principal and other senior management.

# Main Duties and Responsibilities:

1. Timely and efficient diary management to include co-ordinating diaries, meetings and teams calls, ensuring the Principal/Chief Executive is well-prepared for meetings with adequate information and documentation in preparation for each appointment.
2. Email and inbox management, dealing with incoming email and post; screen and prioritise incoming communications such as email, telephone calls and internal/external post, passing matters to other members of staff or where appropriate corresponding on behalf of the Principal/Chief Executive. Prepare draft responses on behalf of the Principal/Chief Executive, for their approval, as directed.
3. Providing a wide range of administrative support to include the production of summary briefings, reports, presentations and documents of a high-quality standard.
4. Undertake specific projects from time to time including research and collation of findings from both internal and external sources, or rolling out information to staff, et cetera as directed by the Principal/Chief Executive.
5. Provide an effective secretarial service for meetings and committees as directed by the Principal/Chief Executive. This will include the preparation of agendas and collation of supporting paperwork, sending invitations and receiving apologies, taking and writing up minutes and following-up on actions allocated during the meeting, et cetera.
6. Ensure all visitors to the Principal/Chief Executive are dealt with appropriately, and relevant arrangements are in place eg car parking, refreshments, meet and greet.
7. Maintain an up to date and efficient paper and electronic filing system, including archive, which ensures information is easily found and readily available to the Principal/Chief Executive.
8. Track expenditure from certain budgets on behalf of the Principal/Chief Executive to ensure budget levels are not exceeded.
9. Line management responsibility for the PA to Vice Principals
10. Maintain confidentiality as appropriate to the work undertaken in connection with the above, and behave diplomatically at all times.
11. Participate in the Corporation’s staff review and development procedure and undertake relevant updating of skills and knowledge as appropriate.

**GENERAL DUTIES:**

* Ensure other members of the team have information to cover effectively for you in your absence.
* To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
* Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
* Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
* Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
* Ensure the safeguarding of learners at all times and report any potential issues without delay.
* All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
* Any other duties commensurate with the nature and level of the post, as directed by the Principal/Chief Executive.
* This list is not exhaustive and is only an indication of responsibilities.

**SAFEGUARDING**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

##### At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

##### **Person Specification - Executive Assistant to the Principal/Chief Executive**

| Specification, whether essential or desirable and where the specification will be assessed. | Essential | Desirable | Application form / CV | Interview / Selection test | References |
| --- | --- | --- | --- | --- | --- |
| Qualifications |
| 5 GCSEs at grade C or above, or equivalent, including English and Maths | Y |  | Y |  |  |
| Evidence of continuing professional development and regular updating of skills | Y |  | Y |  | Y |
| Qualification in the use of IT packages e.g. CLAIT, ECDL |  | Y | Y |  |  |
| Typing speed of 45 words per minute |  | Y | Y |  |  |
| Minimum of NVQ3 in business administration or other relevant secretarial qualification |  | Y | Y |  |  |
|  |  |  |  |  |  |
| Experience |
| Experience of working with children |  | Y |  |  |  |
| An understanding of safeguarding principles, policies, and practices, including the Prevent duty |  | Y |  |  |  |
| Proven experience (at least 2 years) of working in a similar role, coordinating duties and managing tight deadlines in a Senior Executive’s office  | Y |  | Y | Y | Y |
| Complex diary management skills in order to prioritise demands of the institution and external stakeholders | Y |  | Y | Y | Y |
| Well established understanding of the requirement in providing a full secretarial service to Committees including the booking of venues, preparation of agendas, collation of papers, minute taking and following up of actions  | Y |  | Y | Y | Y |
| Experience of creating large and complex documents in word including headers, footers, tables, contents pages, imported objects such as charts from excel, etc. | Y |  | Y | Y |  |
| Experience of dealing with sensitive and confidential information | Y |  | Y | Y | Y |
| Experience of managing staff including undertaking performance management reviews etc  | Y |  | Y | Y | Y |

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| **Knowledge, skills and abilities** |
| Advanced knowledge of Microsoft Office, Outlook and Teams, including the ability to use Word, Excel, and PowerPoint to a very high standard | Y |  | Y | Y | Y |
| An understanding of MS Access including the creation of a database, queries and reports |  | Y | Y |  |  |
| Confident/professional interpersonal skills with an ability to communicate effectively, and with tact/diplomacy, with staff, students and governors, in addition to relevant external agencies/representatives such as government departments, local authorities, etc. | Y |  | Y | Y | Y |
| Basic knowledge of data protection issues | Y |  | Y | Y | Y |
| Basic knowledge of the bodies involved in the FE/HE sector and the terminology used | Y |  | Y | Y | Y |
| Ability to pull together complex documents from a variety of sources including Word documents, written documents, Excel spreadsheets, PowerPoint slides, picture files such as jpeg, etc. | Y |  |  | Y | Y |
| Excellent written communication skills – Able to write short and long documents / emails / letters with minimum errors that contain all necessary information in an appropriate tone and a manner that makes sense to the reader | Y |  |  | Y | Y |
| Ability to quickly assess both the urgency and importance of incoming matters to enable effective immediate response and prioritisation by utilising excellent organisational and time management skills | Y |  |  | Y | Y |
| Competent in creative thinking in order to pre-empt and to resolve any potential issues and problems that may arise  | Y |  | Y | Y |  |
| Able to work effectively as a member of a team | Y |  |  | Y | Y |
| Willing to deliver hours flexibly according to need | Y |  |  | Y | Y |
| Adaptable – able to respond to varying needs of the service | Y |  |  | Y | Y |
| Ability to maintain confidentiality of information | Y |  |  | Y | Y |
| Able to work with accuracy and speed | Y |  |  | Y | Y |
| Friendly and helpful manner | Y |  |  | Y | Y |
| Ability to work unsupervised and on own initiative | Y |  |  | Y | Y |
| Punctual and reliable | Y |  |  | Y | Y |
| Self-motivated and enthusiastic | Y |  |  | Y | Y |