

## **JOB DESCRIPTION**

**Job Title:** Executive Office Assistant (Events)

**Grade:** Grade 4

**Line Manager:** College Executive Office Manager

### **1. Job Purpose**

- 1.1 The primary function of this role is to support the College Executive Office Manager in ensuring the successful delivery of an annual programme of 'all College' events. Specifically, the post holder will undertake all of the administrative arrangements required for planning and delivering events.
- 1.2 The Executive Office Assistant (Events) post holder will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

### **2. Key Responsibilities**

- 2.1 Deliver all the administration relating to College events, working closely with the Assistant Principal (Admissions & School Liaison) and the wider Executive Office and Marketing team. This will include researching and planning events & meetings, liaising with external contractors, organising additional staffing requirements, liaising with Health & Safety and any other relevant tasks.
- 2.2 Assist in the planning of student facing events, liaising with the Personal tutor responsible for overseeing the College's Student Association, planning student facing events and coaching students with event planning,. Work closely Liaise with the Personal Tutor responsible for overseeing the College's Student Association and the students, themselves to assist in the planning of a series of student facing events, coaching You will be required to coach the students in what is required in terms of event planning and delivery.

- 2.3 Maintain an internal bookings database for College offices / meetings, ensuring all requests are accommodated and do not clash. Assist the College Executive Office Manager in developing a new system and process for managing resources including meeting rooms and other spaces within the College.
- 2.4 Ensure that Reception are informed in advance of all visitors expected on the College site e.g. for meetings. Arrange catering and parking spaces as required.
- 2.5 Assist in ensuring that all relevant licenses relating to events, the theatre and online marketing are in place and up to date e.g. PRS, PPL and ERA. Maintain accurate records to ensure compliance and avoid any financial or legal penalties. Ensure that any quarterly returns required are made accurately and on time.
- 2.6 Work collaboratively with other Executive Office team colleagues, assisting in projects or at busy times as needed.
- 2.7 Ensure personal data records are compliant across the College and that information is confidentially stored and processed in line with GDPR requirements as per the advice of the Data protections Officer.
- 2.8 Comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, confidentiality and the general data protection regulations, reporting all concerns to the appropriate person.

### **3. Knowledge, Skills and Experience**

[illegible]

|                                      |   |                            |                            |
|--------------------------------------|---|----------------------------|----------------------------|
|                                      | <ul style="list-style-type: none"> <li>• Knowledge of Ticket Source would also be of benefit.</li> </ul>  |                            |                            |
| General administration and IT skills | <ul style="list-style-type: none"> <li>• Excellent IT skills including Microsoft Office packages, Google software and social media, with an understanding of the opportunities offered by social media.</li> <li>• Experience of working in an office environment which prides itself of excellence.</li> </ul> | Essential                  | Application form/Interview |
| Other                                | <ul style="list-style-type: none"> <li>• A proven ability to work with limited supervision at times.</li> <li>• Have a flexible and can-do attitude</li> <li>• Have demonstrable experience of providing excellent customer service.</li> <li>• Experience of handling sensitive information</li> </ul>         | Essential                  | Application form/Interview |
| Qualifications                       | <ul style="list-style-type: none"> <li>• A level qualifications or equivalent</li> </ul>  | Desirable                  | Application Form           |
| Job Requirements                     | <ul style="list-style-type: none"> <li>• Able and willing to work outside of normal College working hours for events</li> <li>• You must hold a full and valid driving license with access to a vehicle for work purposes</li> </ul>  | Essential<br><br>Desirable | Application Form/Interview |