



College Executive Office Administrator

Key Purpose of the Role

The primary function of this role is to provide general and efficient administrative support within the College's Executive Office team which, in addition to providing SLT support, is also responsible for all marketing, events and communications.

The College Executive Office Administrator 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.

Key Responsibilities

1. Provide proactive administrative support to the Assistant Principal (Partnerships and Progression) including in support of the school liaison work.
2. Support with diary management and email for the Assistant Principal (Partnerships and Progression), assisting with communications to stakeholders and partner school ensuring enquiries are dealt with efficiently and appropriately.
3. Deputising for the Executive Office Senior Office Assistant as required including attending SLT and Union meetings in order to take notes and prepare documentation using the most appropriate IT package. Provide help with colleagues across College in creating and formatting documents
4. Collate appropriate marketing materials and presentation materials for a series of school liaison meetings including SLT assemblies and careers events.
5. Oversee meeting room bookings for staff across the College both in person and by email.
6. Prepare annual updates to and maintain all central College information e.g. organisation charts, faculty lists and team lists.
7. Maintain a record of staff first aid training and support in the provision of renewed training courses as required.
8. Assist with general administration within the Executive Office team including for all staff meetings and events (arrangements, refreshments, presentations etc.).

9. Provide support to the Reception team at busy times and act as Reception during the College holidays.
10. Working closely with the Reception and Reprographics supervisor, support in the provision of reprographics and print room services to the College.
11. Provide 'in person' support at whole College events and work alongside the wider Executive Office team to assist with event planning and delivery as required.
12. Ensure that personal data records must be compliant across the College and that all information is confidentially stored and processed in line with GDPR requirements, as per the advice of the Data Protection Officer.
13. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy

Person Specification

Qualifications

A good standard of general education to A Level or equivalent.

Experience in the following areas:

1. Experience of working in a customer service environment.
2. Experience of providing administrative support in an office environment.
3. Excellent organisational skills and attention to detail
4. Excellent IT skills including Microsoft Office packages and Google software.
5. A proactive approach to problem solving.

Personal Qualities and Skills

1. Strong interpersonal skills
2. Ability to build rapport with others in order to foster positive working relationships
3. A 'can do' attitude.
4. Ability to work independently.
5. Resilient, calm and able to work under pressure.
6. High professional standards and personal integrity in order to maintain confidentiality.
7. Confident and able to use own judgement.

Job Requirements

1. Able and willing to work outside of normal College working hours for events
2. You must hold a full and valid driving license with access to a vehicle for work purposes