

## **JOB DESCRIPTION**

**Post:** Executive Support Officer

**Responsible To:** Executive Support Manager

**Summary of Post:** To provide an effective and efficient administration and support service for the Group Executive Team and to provide clerking support to the Local College Board(s)

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### **Specific Duties:**

1. To support and assist dedicated members of the Executive team across the Group, as directed, and to provide comprehensive diary management, ensuring time is structured and organised to meet the priorities of the Executive team.
2. To be responsible for the preparation, collation and distribution of agendas and meeting papers for a range of Group committee meetings. Attend and act as Minute Secretary where required. Prepare and circulate comprehensive minutes in a timely manner. A degree of flexibility is required to attend meetings at different colleges where appropriate.
3. To provide high level administration support to include, but not limited to, booking of internal and external meetings, general office support including the collection and distribution of post, executive reception services; providing a first-class service to visitors; e-mail management; liaison with partners and stakeholders; co-ordination of internal and external events; preparation of documentation; arrangements for ordering of stationery and office maintenance.
4. To minute meetings of the Local College Board (LCB). To draft, collate and distribute the agenda and papers so that recipients receive them in good time before meetings. To liaise with the LCB Chair/College Principal/Clerk to the Governing Body on production and content of minutes which accurately record attendance, key discussions, appropriate challenge, decisions taken, and actions identified. A degree of flexibility is required to attend meetings at different locations where appropriate.
5. In conjunction with the Clerk to the Governing Body, set an annual meeting and business schedule for the Local College Boards.

6. To implement and oversee an annual skills audit and annual training of LCB.
7. To organise and administer the LCB Governor recruitment process and induction package in conjunction with the Clerk to the Governing Body.
8. To manage the LCB membership and to keep an attendance log for all LCB meetings alerting the LCB Chair to any attendance issues and concerns.
9. To act as a point of contact for LCBs in relation to governance requests and to advise on procedural and legislative matters, as directed by the Director of Governance, to ensure the LCB Members work within the legal framework and Scheme of Delegation.
10. To ensure the appropriate administration is completed in respect to purchase requisitions and orders and the matching of these to goods inwards notes in line with the Financial Regulations.
11. To participate in the Executive Support Team meetings as required.
12. To provide reports as requested using the Group data systems.
13. Uploading, storing and checking of records/files on central information systems.
14. To assist in cross college initiatives and support Group events as requested.

### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

### **Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	<b>PERSON SPECIFICATION</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighing</b>
<b>Skills</b>				
1.	Good inter-personal skills with the ability to communicate at all levels.		✓	6
2.	Excellent organisational skills including the ability to prioritise and co-ordinate workload.		✓	6
3.	Effective teamwork skills.	✓	✓	6
4.	Excellent computer literacy skills and familiarity with office applications (including Outlook, Word PowerPoint & Excel)	✓	✓	6
5.	Excellent secretarial and administrative skills including minute taking and report writing	✓	✓	6
6.	Ability to maintain confidentiality at all times.	✓	✓	6
7.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Previous experience of clerking in Further Education	✓	✓	4
2.	Experience of secretarial/administrative experience ideally working in Further Education	✓		4
3.	Knowledge of the respective roles and responsibilities of the Governing Body		✓	2
4.	A flexible approach and ability to work on own initiative without supervision		✓	4
5.	To be able to deal with challenging and conflicting deadlines		✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	3 A Levels or equivalent in a relevant qualification	✓		4

## **Advice to candidates**

### **This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.