

JOB DESCRIPTION

JOB TITLE:	ELT Portfolio Administration Assistant
ACCOUNTABLE TO :	Central Administration Manager
JOB PURPOSE:	To provide efficient and effective administrative and secretarial support to Executive Leadership Team (ELT) members and the functional area associated with their portfolio (Portfolio links A-E tbc)

KEY RESPONSIBILITIES AND DUTIES

- To oversee and manage ELT member diaries to support the timely and efficient use of their time as required, scheduling and coordinating activities as necessary
- To maintain up-to-date oversight of diaries, calendars and activities within designated portfolio areas (A-E tbc), liaising professionally with internal and external stakeholders in relation to scheduling and administration for events, activities and meetings, as well as ensuring appropriate welcome, hospitality and support in relation to visitors.
- To contribute to production, timely updating and communication of schedules for leadership cover, trips/visit oversight, duties and/or other rotas, including to ensure cover relating to linked ELT member annual leave, their off-site or meeting times.
- To administer and service meetings associated with the work of ELT members & designated portfolios as required, including either the Curriculum and Student Leadership Group (CSLG) or the Support and Business Services Leadership Group SBSLG) as may be required, ensuring pre-meeting planning and preparation of agendas, circulation of papers, minute taking and post meeting actions.
- To provide administrative support to linked ELT members for their portfolio responsibilities, including record keeping, data processing, preparing high quality correspondence and documentation, gathering/distributing information and supporting the completion/follow up of tasks and actions in linked portfolio areas.
- To deal with incoming mail, telephone or other communication for linked ELT members, screening, redirecting or supporting prioritisation as appropriate, including supporting and monitoring timely and professional follow up responses.
- To deal with stakeholders in a professional and courteous manner and take appropriate actions to channel queries relating to the portfolios of ELT members, guiding, logging records and escalating these as appropriate.
- To provide administrative support to the ELT members in relation to their role from time to time managing complex or sensitive college processes or meetings, including complaints, student disciplinary matters and other formal meetings, maintaining appropriate sensitivity and confidentiality and ensuring appropriate records are maintained

- To contribute to administrative and organisational support for events such as student celebrations, consultation evenings and celebration/prizegiving evenings, including taking appropriate duties at the event as required by and to support ELT members
- To contribute to the uploading of documentation to the College website and staff intranets as required to support ELT members and leaders/managers in designated portfolio areas/teams, eg. Staffnet hub sites.
- To contribute to the creation and updating of college-wide and portfolio area calendars supporting ELT and the Central Administration Team to coordinate these
- To provide corporate support, including occasional attendance at end of day events of meetings, such as to provide cover to minute meetings of the Corporation and/or its committees in the absence of the Clerk and/or, at the direction of the Principal
- To support in gathering/highlighting information to share or celebrate in ways that facilitate positive public relations, supporting ELT members to celebrate and promote the values and mission of the college, including through creation of publications, and facilitating events, meetings and consultations
- To contribute, as may occasionally be required, to enable effective teamwork, including cover due to absence or unavailability of other similar post holders within the Central Administration team. This requires maintaining sufficient knowledge of the duties and responsibilities of similar and related post holders in central administration
- To provide support and occasional or emergency cover including at key or peak times for related functions within the Central Administration Team, such as supporting reception, print services, or cover administration and curriculum/student administration.
- To provide administrative support to a designated ELT member and their specific wider portfolio at their direction, typically confirmed and reviewed annually from Portfolios A-E (see note 4). Including administration for the associated key processes necessary to deliver a professional and responsive approach, facilitating team working, sharing and record keeping as required

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

Notes

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks outlined can be expected to change over time.
2. The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents / carers.
3. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the post holder's contract of employment)
4. ELT member portfolio areas with related administration needs from the central administration team are subject to annual review and from January 2024 these and these are expected to be as follows;
 - A. Portfolio A (Associate Principal – Students and Welfare), including administration associated with Disciplinary and Admissions appeals processes
 - B. Portfolio B (Associate Principal – Learning & People), including administration associated with processes for CPD, PRD, Teaching, Learning and Assessment Quality Assurance Processes, oversight of short-term staff cover and staff wellbeing group
 - C. Portfolio C (Associate Principal – Quality and Improvement), including administration associated with processes for learner voice, complaints logs and complaints appeals
 - D. Portfolio D (Associate Principal – Curriculum and progression), administration associated with processes for curriculum coordination, local accountability and student progression, including curriculum/progression related external stakeholder engagement (eg LSIP, The OWA, Wyggeston Foundation, Vaughan and Thornton Funds)
 - E. Portfolio E (Associate Principal Finance, Estates and Risk), including administration associated with processes for Health, Safety and risk management and related tracking/compliance needs

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A good standard of general education including English and Maths at GCSE Grade 4 or above	Essential	App Form /Certs
A Levels of equivalent	Desirable	App Form/ Certs
Relevant IT qualifications (for example RSA Stage 11/Word Processing/ECDL or CLAIT)	Desirable	App Form/Certs
Experience, Knowledge & Abilities		
Experience of working in an administrative capacity	Essential	App Form/Int
Experience of customer service and liaising with a variety of people and organisations	Essential	App Form/Int
Experience of providing administrative and/or PA support to senior staff in an education environment	Desirable	App Form/Int
Experience and commitment to dealing with confidential and sensitive information and situations	Desirable	App Form/Int
Ability to work with accuracy and attention to detail	Essential	App Form/Test
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to delegate appropriately and effectively	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Test
High level of IT skills	Essential	App Form/Int/Test
Ability to work effectively within a team	Essential	Int
Excellent written and oral communication skills	Essential	App Form/Test
Interpersonal Skills & Qualities		
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int
Flexibility and resilience	Essential	Int