

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Executive Support Officer to Deputy Principal	Post Number:	CS1325F
Daily Supervision:	Deputy Principal & EA to Principal/CEO	Grade:	CSS Support Scale 6
Department:	Executive Office	Last Updated:	September 2024

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

The Executive Support Officer (ESO) will primarily provide high-level administrative support to the Deputy Principal and other members of the Executive Leadership Team (ELT) (and as required to other members of the Senior Management Team).

In addition to providing direct administrative and clerical support to the Deputy Principal, the ESO will also support activities that will have an effect on the continued success and growth of the Lincoln College Group (LCG), such as helping with marketing and major events and other key business support tasks and activities.

The ESO will support a wide range of key programmes, projects and events simultaneously.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide administrative and clerical support directly for the Deputy Principal such as diary, meetings and events management, co-ordination of visits, correspondence and telephone call management.
2. To maintain 100% confidentiality on all work related and personal matters of the Deputy Principal and wider college group matters.
3. To deputise for the EA to the Principal/CEO when required.
4. To maintain key operational administrative oversight for Education and Training by working closely with all Assistant Principals.
5. To provide support in the creation of reports and presentations using software packages such as Visio, Excel, Powerpoint etc.
6. To prepare and distribute supporting papers for meetings and attend meetings as required for the purposes of taking notes or full minutes or facilitate as directed by the Deputy Principal.
7. Facilitate all meetings / events by organising refreshments, travel, technology, parking or any other relevant requirements.
8. Open and sort post and deal with matters including correspondence on behalf of or arising during the absence of the Deputy Principal within prescribed guidelines.
9. Maintain and update the relevant filing systems including correspondence and papers, and operate a 'bring forward' system.
10. Undertake various administrative activities required in connection with the general running of the office of the Executive Team in accordance with the requirements of the Deputy Principal and EA to Principal/CEO.
11. To provide secretarial support to the Executive Team in the case of absence or as workload circumstances necessitate.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
13. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	HND Business or equivalent	A/I
2	Relevant experience of Business Administration	A/I/T

	Skills/Abilities – Interpersonal	PSM
3	High level of IT skills with MS Office (including Excel, PowerPoint, Word) and Outlook (or similar applications)	A/I/T
4	Ability to work on own initiative in a challenging and busy environment whilst meeting tight deadlines	A/I/T
5	Ability to work as part of a team	A/I
6	Demonstrably reliable, flexible, self-motivated with time management skills	A/I
7	Ability to communicate clearly, concisely and articulately at all levels	A/I
8	Excellent planning, prioritisation and organisation skills without direct supervision	A/I

	Experience	PSM
9	Minimum of 2 years' previous professional secretarial experience	A/I
10	Experience of working with senior management/ executives	A/I
11	Experience of working in complex and changing organisations	A/I

	Work Related Circumstances	PSM
12	The ability to work flexible hours including early starts and late finishes when required	A/I
13	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities – Other	PSM
14	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I
15	The ability to word process accurately and efficiently	A/I
16	The ability to develop and maintain administrative systems	A/I

Prepared By:	Cheryl Maxwell
Date:	September 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

