



## EXECUTIVE ASSISTANT TO VICE PRINCIPAL (STUDENT SERVICES)

**Required to start 28 October 2024** (or as soon as possible after this date)

We are seeking to appoint an enthusiastic, capable, and suitably experienced individual to work as Executive Assistant to our Vice Principal who oversees Student Services provision. The key function of this post will be to provide comprehensive administrative support to the Vice Principal (Student Services), with a particular focus on assisting all aspects of communication with internal and external stakeholders (including parents, carers, employers, community groups and other education professionals).

The Executive Assistant works as part of the Student Services Centre Operations team, providing support for a range of cross-college functions and processes delivered by the Student Support, Experience and Guidance departments. Services within these teams include all aspects of student pastoral information, advice and guidance; eg. counselling, welfare and mental health first aid, bursary and financial support, careers and work experience, as well as organising student union activities, college events and student enrichment.

The person appointed will also be a key member of the Student Support, Experience & Guidance Leadership team, providing essential administrative and operational support to this team. They will be encouraged to develop their skills to suit the post using the College staff development processes, both during induction and as the needs of the post and the College evolve.

### Contract details:

- **Permanent and Part time (30 hours per week)**
- **42 weeks per year - term time only plus 16 days to be worked during the holidays.** (Please note there will be a requirement for certain days to be worked to provide support at the start and end of term and A Level results in August)
- **Working pattern: Flexible between 4 or 5 days per week**
- **£21,733 per annum pro rata salary** (based on a full-time salary of £29,346 per annum).
- **Salary increases annually up to £23,891 over 4 years** (based on a full-time salary £32,259 per annum)
- **Annual leave entitlement of 24 days** (plus bank holidays) rising to 29 days after 5 years service. This will be pro rata based on your FTE and the number of days worked.

### HOW TO APPLY

Please complete the online application form through TES. **Your application must include a detailed statement outlining how you meet each of the criteria highlighted in orange (see person specification below).** It is very important that your application is in the format requested because candidates will be short-listed on the person specification criteria alone.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



## JOB DESCRIPTION

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Post Title: **Executive Assistant to Vice Principal (Student Services)**  
Responsible to: **Vice Principal (Student Services)**

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### **Purpose of Job:**

- To provide comprehensive administrative support to the Vice Principal (Student Services), with a particular focus on assisting all aspects of communication with internal and external stakeholders
- To work within the Centre Operations team (Student Services), providing support for a range of cross-college functions and processes delivered by the Student Support, Experience and Guidance departments
- To act as a member of SSELT (Student Support, Experience & Guidance Leadership Team) providing essential administrative support

### **Key Responsibilities:**

- Provide comprehensive administrative support to the Vice Principal, including managing calendars, scheduling meetings, and handling correspondence.
- Act as the first point of contact for the Vice Principal, managing communications and inquiries efficiently, resolving matters or referring on, as appropriate.
- Liaise with internal and external stakeholders on behalf of the Vice Principal.
- Act as main link to Communications, Marketing and Admissions teams, ensuring internal and external communications include activities and events led by Student Support, Experience & Guidance.
- Coordinate and organise events, meetings, and conferences (linked to the Vice Principal or related teams) ensuring all logistical arrangements are in place.
- Maintain confidential files and records, including keeping minutes of key meetings, circulating actions and ensuring data protection compliance.
- Assist in the preparation of reports and documentation for college committees and governing boards.
- Prepare, file and edit draft documents, reports, and presentations for the Vice Principal
- Manage travel arrangements and itineraries for the Vice Principal
- Work as a member of the Centre Operations team, as a key link person to the Vice Principal, supporting day-to-day tasks when appropriate which includes offering support for Student Support, Experience and Guidance teams.
- Perform other duties as assigned to support the Vice Principal and the wider Student Support, Experience & Guidance Leadership (SSELT) team.



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- Support with occasional college events\* which may require some flexibility in working hours, eg. Results Day (August), Open Evenings (November), Specialist Application & New Parents' Information Events (March & July) \**dates/events subject to change*
- Participate in a programme of personal staff development and appraisal system, appropriate to both individual and College needs.
- Undertake any other duties which may, from time to time, be reasonably requested.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## PERSON SPECIFICATION

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We are looking for someone who can show evidence of the following skills, experience and attributes.

**Please ONLY address the criteria 4, 7, 8, 11, and 12 (highlighted in orange) in your supporting statement.**

**Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.**

	Essential	Desirable	Method of assessment
<b>Qualifications</b>			
1. Proven experience as an Executive Assistant or in a similar administrative role, preferably within an educational setting. 2. Educated to GCE A level or equivalent or able to prove relevant, recent experience as Executive Assistant to Senior Leader. 3. Mental Health First Aid qualification or willingness to undertake this as part of the role.	✓		Certificates/ Application/ Reference
<b>Skills</b>			
4. Possess excellent interpersonal skills, e.g. tact, sensitivity, ability to listen, to be assertive at times	✓		Application/ Interview
5. The ability and confidence to communicate effectively both verbally and in writing.	✓		Application/ Interview/ Assessment
6. The ability to prioritise and organise your own workload in an effective and accurate manner, whilst working within broad guidelines.	✓		Assessment
7. A proactive and flexible approach to work, with the ability to adapt to changing priorities.	✓		Application/ Interview/ Assessment
8. The ability to contribute to and work effectively within a team environment.	✓		Application/ Interview



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9. Strong interpersonal skills and the ability to build positive relationships with a diverse range of stakeholders.	✓		Assessment
10. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams, Sharepoint & Outlook).	✓		Assessment
11. Ability to be discreet and maintain high levels of confidentiality.	✓		Application/ Interview
<b>Knowledge and experience</b>			
12. Have experience of managing effective communications (internally and externally) within a complex organisation	✓		Application/ Interview/ Assessment
13. Previous experience of using MIS and/or data software packages (eg. for student records Unit-E, registration systems – Cedar; safeguarding – CPOMS; mailouts - Mailchimp), or the ability to learn these		✓	Interview
<b>Other</b>			
14. Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job.	✓		Interview
15. Commitment to safeguarding (including Prevent Duty), data protection (GDPR) equality, diversity and inclusion as well as enthusiasm for the wellbeing of both staff and students.	✓		Interview