



## **Job Description**

### **Executive Services Administrator**

**Salary:** [OBJ] Level 4

**Reporting to:** [OBJ] Executive Services Manager

#### **Role Purpose**

The Sheffield College is a large, vibrant, and diverse further education college and we are proud of how the college contributes to meeting local skills needs and transforms lives through learning.

In this role, you will be working in a fast-paced, corporate environment, providing a proactive day to day confidential administrative support to the office of the Chief Executive and Principal, supporting the Head of the Chief Executive and Principal's Office and Administrative Services, as well as the central Executive Services Office as required to do.

You will provide a friendly, and professional service to internal and external stakeholders and visitors, acting as a first point of contact. You will be expected to have excellent customer service skills, proficient IT skills and be able to communicate on all levels.

#### **Main Duties and Responsibilities**

Reporting to the Executive Services Manager, this post will contribute to the college's common goals.

To achieve this, specific duties include, but are not limited to:

- Support the Head of the Chief Executive and Principal's Office and Administrative Services by providing high quality, professional and confidential executive administrative support to the Office of the Chief Executive and Principal.
- Support with effective diary management as required.
- Act as the first point of contact for queries to the Office of the Chief Executive and Principal, liaising closely with internal and external colleagues.
- Provide a welcoming and professional customer service experience to internal and external colleagues, visitors, and key stakeholders.
- Service internal and external meetings, some confidential, including preparing meeting agendas and papers and at times attending meetings to take notes and to record and maintain action tracker logs.

- Arrange, as required, appropriate internal and external meeting room and training spaces, refreshments, and hospitality and any other requirements.
- Coordinate external conference, event, and training bookings, organise travel and accommodation as required, including producing detailed itineraries.
- Support with the planning and organising of various events and visits hosted at the college, some that will involve VIP attendance.
- Administer the reserved car parking booking system for visitors and key stakeholders visiting members of the Executive Leadership Team.
- Raise purchase requisitions using the college finance system, ensuring all requisitions are approved by the budget holder.
- Routinely monitor and update the departmental budget tracker logs, ensuring all approved spend is accurately logged.
- Provide a confidential administrative support for various employee engagement activities facilitated by the Chief Executive and Principal.
- Support with the formatting and proofreading of executive related papers, reports, and key documents, ensuring up to date corporate templates are used.
- Undertake photocopying, scanning, and filing of documentation.
- Process incoming and outgoing mail.
- Volunteer and support cross college events i.e., Open Days.
- Work collaboratively with members of the Executive Services Team and other college teams as required.

### **Other Responsibilities**

- You will act as a role model to colleagues, ensuring that the responsibilities of the post are carried out in a way that reflects the standards, vision, and values of the college.
- To proactively promote and support the college to fulfil its statutory, corporate, and moral responsibilities regarding Safeguarding, EDI, General Data Protection Regulations, Audit and Health and Safety,



## Executive Services Administrator

### Person Specification

<b>Experience</b>	<b>Essential</b>	Experience of working in an executive administration role in a large organisation, providing comprehensive support to staff in senior roles
	<b>Essential</b>	Experience of working in a highly autonomous way
	<b>Essential</b>	Consistent high performer. Demonstrable record of accomplishment of performance/achievement throughout career
	<b>Essential</b>	Has worked and succeeded in a similar fast paced environment, working with similar systems and processes
<b>Qualifications</b>	<b>Essential</b>	Level 2 English and maths or equivalent
	<b>Essential</b>	Recognised Business Administration at Level 2 or above (or equivalent excellent administration experience)
<b>Knowledge</b>	<b>Desirable</b>	Knowledge of the Further Education sector
<b>Skills</b>	<b>Essential</b>	Excellent communicator, verbally and in writing and the ability to produce correspondence, and meeting minutes to a high standard of presentation and accuracy
	<b>Essential</b>	Excellent customer service skills with experience of responding to customers professionally and courteously
	<b>Essential</b>	Experience of working effectively both as a part of a team and independently
	<b>Essential</b>	A high level of IT skills, including knowledge of Microsoft Office, Adobe, and the ability to quickly master other online platforms and software packages
	<b>Essential</b>	Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload
	<b>Essential</b>	Deal with confidential and sensitive information and situations with diplomacy, discretion, and tact
	<b>Essential</b>	Able to promote the activities and image of The Sheffield College in a positive manner, with a wide range of external stakeholders
	<b>Essential</b>	Personal values align with the college values and behaviours framework
<b>Behaviours</b>	<b>Essential</b>	Personal commitment to safeguarding, equality, diversity and inclusion and continuing professional development as required
	<b>Essential</b>	Demonstrates resilience. Ability to always work calmly under pressure and in a professional manner