

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Principal's Secretary and Executive Office Team Leader?**

Job Title	Principal's Secretary and Executive Office Team Leader
Ref No.	ME2425135
Department	Executive Office
Reporting to	Principal and Chief Executive Officer
Location	Northampton, Booth Lane Campus
Salary	<p>In the range of £34,222 - £37,825 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To ensure the Executive Office provides full, high quality secretarial and administrative support to the College Executive Management Team. The role will act as a confidential secretary to the Principal and CEO, handling their schedule, managing administrative tasks, managing the Executive Office Administrative Team and supporting the Executive Management Team (EMT). To manage communications and the distribution of documents between the Executive Management Team (EMT) the Corporation. To coordinate with senior stakeholders and College Governors to enhance the organisation's reputation.

Main Duties and Responsibilities

1. To be responsible for the complex planning, day-to-day operations and monitoring of the Executive Office provision.
2. To provide management to the Executive Team Administrator(s), in accordance with relevant College policies. To be responsible for directing and monitoring their work, providing feedback, and conducting performance reviews. To informally address concerns regarding under-performance in the first instance, referring to the Principal and CEO for any formal interventions.
3. To manage an efficient office by managing complex administrative functions, including Executive Management Team (EMT) diary management, the processing of responses to requests and the anticipation and scheduling of known recurring tasks to ensure timely and efficient working practices, including adequate stocks of office supplies for the Principal and CEO's office, placing orders within delegated authority to do so, and keeping inventories of equipment and stock where appropriate.
4. To provide secretarial support to the Principal and CEO.
5. To exercise absolute confidentiality and discretion when dealing with sensitive and confidential information, always ensuring adequate security and protection of such data and keeping the Executive Management Team (EMT) apprised of sensitive matters that come to the post holder's attention.
6. To take minutes for a variety of prioritised meetings such as: Risk Management Group, Safeguarding Group, Enrolment Group, Joint Consultation and Negotiation Committee and any other meetings where appropriate.
7. To provide comprehensive support to the Executive Management Team (EMT) and act as a liaison between the Executive Management Team (EMT) and Corporation, via the Clerk to Corporation, and directly with the Chairperson, Vice Chairperson and Governors, ensuring effective communication, Executive Management Team (EMT) board paper preparation, management, and coordination.
8. To coordinate the organisation and arrangement of Corporation functions including the coordination of all Governor visits to the College and set up appropriate meetings.
9. To facilitate interactions with external stakeholders, including government officials and Governors visiting the college, arranging and coordinating meetings to ensure the smooth functioning of external relationships.
10. To manage appropriate responses to complaints that are referred to the Principal and CEO's office.

11. To liaise with a variety of staff and external parties, including Site Supervision, Security staff, College managers, the Police, Auditors, Education and Skills Funding Agency (ESFA) representatives, Local Authority Officers and elected representatives and coordinate deadlines for the Association of Colleges (AoC), Department for Education (DfE) and the Education and Skills Funding Agency (ESFA) in a timely manner.
12. To manage and coordinate the College Management Team (CMT) and appropriate staff groups to undertake punctuality checks, corridor monitor duties, Late Advice and Guidance sessions and pre-course welcome and administration days for new students. To coordinate Principal and CEO staff and student briefings and Ofsted visits.
13. To support School Administrators including through termly meetings, ensuring administration support is in place at peak times and cascading relevant communications/information.
14. To work closely with the Clerk to Corporation in delivering governance within the code of governance guidelines as a management function.
15. To manage the hospitality budget for both internal and external events, collaborating with the head of hospitality to allocate resources appropriately for various groups within the College.
16. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above Administrative skills qualification at level 2 or above 	
Knowledge	<ul style="list-style-type: none"> Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of budgetary oversight and financial management Experience of attending meetings and minute taking Experience of working in a fast- paced administrative role Experience of delivering high quality customer service Experience of coordinating a small team Experience of working in an executive office Experience in reorganising office functions for improved efficiency 	
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments Priorities the needs of the team, customer, and the organisation 	

	Essential	Desirable
	<ul style="list-style-type: none"> • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

