** Senior Executive and PA to the Principal**

**Permanent, full time, all year round, working on campus**

**£32,767 to £37,885 p.a (dependant on skills and experience)**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

**What we are looking for:**

* Experience of providing PA/Executive support to a senior manager
* Experience in an administrative role reporting directly to senior management
* Experience of line management or supervising colleagues

**Duties/responsibilities:**

* Provide support to the Chief Executive Officer with diary and meeting management including the organisation of meetings and events.
* To manage and coordinate the executive office and oversee executive support to the Deputy Principal, Chief Operating Officer and Executive Director
* Facilitate a dynamic and welcoming environment in the Skills Park and the Executive Floor, and a professional and smooth-running office, organising people, information and other resources

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date: 7 April 2025**

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**Interviews will be held 14 April 2025**

**Job Description**

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| **Position Details:** | |
| **Title:** | Senior Executive and PA to the CEO |
| **Department:** | Executive Office |
| **Fraction:** | Full Time |
| **Status:** | Permanent |
| **Grade:** | SO (Sp. 38-45) |
| **Child/Vulnerable Adult Contact:** | No |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Chief Operating Officer |
| **Responsible For:** | Executive Officer (ELT); Executive Assistant (Reception) |
| **Functional links with**: | ELT/CMT, Business Support and Curriculum Functions; external stakeholder and partners and governors. |

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| **Job Purpose:** |
| To manage and coordinate the executive office and oversee executive support to the Deputy Principal, Chief Operating Officer and Executive Director (c30%)  To provide PA support to the CEO (c40%)  Facilitate a dynamic and welcoming environment in the Skills Park and the Executive Floor, and a professional and smooth-running office, organising people, information and other resources (c30%) |

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| **Main Duties and Tasks:** |
| * To manage the executive office function and team (Executive Officer and Executive Assistant) including dealing with all inbound enquiries and requests, allocating work across the team as required. * Provide support to the Chief Executive Officer with diary and meeting management including the organisation of meetings and events. * To oversee and coordinate the colleges’ corporate calendar and inbox to ensure all key dates, events and meetings are scheduled and published in a timely manner and any room bookings are effectively coordinated. * To oversee the colleges policy schedule and coordinate updates and reviews by policy owners, quality checking and publishing of policies internally via SharePoint or externally on the website. * Contribute to improvements in the efficiency of administration throughout the college by suggesting, designing and implementing where appropriate improvements to existing practice * Assist with the preparation and coordination of documents and reports, including monitoring of KPIs as required. * Lead on corporate compliance and administration including document management of key corporate documents, licences etc. implementing a central document management for the college, working with key stakeholder to embed best practice. * Provide and coordinate with the Executive Officer (ELT) secretariate support for meetings, committees and working groups. * Format and proofread, presentations and reports for use in key meetings to create clear and high impact communications. * To ensure the Skills Park and main college entrance is a welcoming space for all visitors to the campus and coordinate an annual programme of events and exhibitions in the skills park space. * To contribute and coordinate actions to support the college’s sustainability objectives and be a sustainability ambassador. * To maintain confidentiality at all times. |

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| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims. * Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through SharePoint, your line manager or via Onboarding. * To take responsibility for the management of health and safety within the areas managed in accordance with NEL Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health and Safety Officer to ensure a safe working environment for students and staff. Managers have a responsibility to ensure that industry/faculty specific health and safety advancements and procedures and implemented and adhered to by all users.  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.30 am – 5pm. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: Sarah Watson Date: March 2025  UPDATED BY: HR Date: April 2025 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Senior Executive Administrator** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Four or more years of experience in an administrative role reporting directly to senior management | A | Experience of working in a similar role in an education setting. | A |
| Experience of providing PA/Executive support to a senior manager | A/I |  |  |
| Experience of line management or supervising colleagues | A/I |  |  |
| **Skills and Abilities** | Excellent written and verbal communication skills  Strong time-management skills and an ability to organise and coordinate multiple concurrent projects  Proficiency with office productivity tools and an aptitude for learning new software and systems  Flexible team player, willing to adapt to changes and unafraid of challenges  Ability to maintain confidentiality of information related to the company and its employees | A/I/T  A/I/T  A/I/T  A/I/T |  |  |

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| **Qualifications** | Degree or equivalent experience | | | A | Qualification in administration or willingness to work towards one. | | A/I |
| **Personal Qualities** | Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |

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