**PA to CEO**

**Full time, All Year Round, Permanent (Term Time Only considered)**

**£32,767 to £37,885 p.a**

*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.*

Nescot College has a fantastic opportunity for a permanent, full time Executive Assistant to the CEO & Principal. Term Time only may be considered.

**What we are looking for:**

We are seeking a highly organised individual, with experience of providing professional support to a CEO. You will need expert diary and email management skills, with excellent written communication skills and attention to detail, a good work ethic and the ability to be flexible, thorough and accurate.

**Duties/responsibilities:**

* Deliver executive administration and support to the CEO and Principal
* Take minutes of meetings, along with other administrative tasks
* Manage the calendar, inbox and travel arrangements for the CEO
* Be the first line of communication for the CEO – phone calls, enquiries and writing letters
* Support the CEO with major events e.g. graduation, corporation meetings, business networking events and awards
* Provide support to the Head of Governance & Data Protection Officer where required

**Benefits:**

* 25 days annual leave
* 5-minute walk from Ewell East Station, Free parking on-site
* A discounted on-site gym, sports hall, fitness classes, osteopathy and day nursery
* A discounted on-site Starbucks
* Free online qualifications

*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 college is a smoke-free campus—smoking and vaping are not permitted anywhere on campus.*

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

**Closing date for applications: - Thursday 4 September 2025**

**Interview will be held on Friday 12 September 2025**

**Job Description**

|  |  |
| --- | --- |
| **Position Details:** | |
| **Title:** | Executive Assistant to the CEO |
| **Department:** | Executive Office |
| **Fraction:** | Full Time (TTO would be considered) |
| **Status:** | Permanent |
| **Grade:** | NEL Grade SO |
| **Child/Vulnerable Adult Contact:** | No |

|  |  |
| --- | --- |
| **Reporting / Department Details:** | |
| **Responsible to:** | CEO & Principal |

**Functional links with:** ELT, CMT, Business Support and Curriculum functions; external stakeholders, partners and governors.

|  |
| --- |
| **Job Purpose:** |
| To provide professional and proactive executive administration and support to the CEO & Principal, to include diary and inbox management; secretariate for meetings; coordination and chasing of actions to meet key deadlines; preparation of documents and papers; and coordination of corporate events (led by the CEO) and activities.  Provide support to the Head of Governance & Data Protection Officer in communications with governors and associated administration. |
| **Main Duties and Tasks:** |
| * To provide professional executive administration support to the CEO and assist the Head of Governance in the smooth running of the CEO’s Office. * To proactively manage the CEOs calendar including internal and external meetings and travel plans. Delegate meetings and communications to other members of the ELT as appropriate. Work with the Executive Officer to have oversight of the corporate college calendar * To provide secretariate support for meetings, committees and working groups led by the CEO. Liaise with ELT and CLT as required in the preparation of briefing packs, meeting papers and all other documentation, chasing up and coordinating responses as required. * To coordinate events led by the CEO, liaising with internal and external partners, including booking of catering/refreshments etc. * To undertake research and support working groups or project work as and when required. * Ensure effective document management using college systems, including updating SharePoint, and working with the Executive Officer to ensure consistency across the College. * To contribute to and participate in sustainable practices across the Executive Office and identify and coordinate activities to meet our sustainability commitments. * Contribute to the effective running and administration of the College through regular review of processes and identifying improvements. * To support the Executive Officer in the production, collation and publication of Policies, working with members of the ELT who have direct responsibility for individual polices. * Proofread and edit the CEOs documents and presentations to ensure consistency. * To be the first point of contact for communications with the CEO – responding to emails on her behalf and as the first response on phone queries * Support the Head of Governance in arrangements and papers associated with Corporation and Committee meetings * Support the Data Protection Officer with any Subject Access Requests * Maintain confidentiality at all times. |
| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development is in line with Nescot’s aims. * 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. * 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. * 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. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. * This college is a smoke-free campus—smoking and vaping are not permitted anywhere on campus.  |  | | --- | | **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 8.45 am – 5.15 pm. Part time or casual hours will be as agreed ensuring a good fit with the working patterns of the CEO. * 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: CEO Date: July 2025  UPDATED BY: HR Date: August 2025 | | | | |
| **Person Specification – Executive Officer (ELT)** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Evidence of successful record of recent experience in a previous executive support role.  Experience in organising a variety of meetings, events and visits. | A  A | Experience of working with data at an FE/HE college.  Experience of working in an FE/HE college.  Experience of the post-16 age group. | A  A  A |
| **Skills and Abilities** | Ability to work well with people at all levels of the organisation.  Ability to use initiative, be proactive, assertive and solve problems.  High level of ability to act with tact and discretion when dealing with confidential information.  Excellent organisational skills - able to work to tight deadlines while keeping calm under pressure.  Expert diary management skills with an in depth understanding of the complexities of managing a demanding schedule of engagements.  Excellent written skills and attention to detail.  Advanced user of Microsoft Office 365 software suite (Word, Excel, PowerPoint and Outlook) and SharePoint.  Numerate, with the ability to understand and present complex data.  An ability to effectively manage a high workload and competing priorities. | I  I  I  I  A  T  T  T  I | Excellent presentational skills and the ability to promote the College to both internal and external stakeholders. | I |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualifications** | Level 3 or equivalent level of education, or equivalent experience for the post.  Evidence of recent and relevant continuous professional development.  Key skills qualifications or willingness to undertake them. | | | A  A  A | Certificate in Executive Secretary and PA Training or similar relevant qualification. | | A | |
| **Personal Qualities** | Proactive and forward-thinking individual.  High levels of emotional intelligence with evident integrity and sensitivity to the needs of students, staff and key stakeholders.  Pleasant, approachable manner.  Pragmatic and logical approach to problem solving.  Has awareness of equality and diversity and NEL Values which are 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. | | | I  I  I  T/I  I  I  I  M  I |  | |  | |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |

****