

SHOOTERS HILL SIXTH FORM COLLEGE EXECUTIVE ASSISTANT (EA) TO PRINCIPAL APPLICANT INFORMATION PACK



**SHOOTERS HILL
SIXTH FORM COLLEGE**

Transforming Lives

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“This is a welcoming and inclusive college where students, especially those who need a bit of extra help to achieve, enjoy studying and feel safe.”

OFSTED 2019



SHOOTERS HILL SIXTH FORM COLLEGE

A great place to work

SHC Family

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce after university.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing our own leaders but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612212/education-staff-wellbeing-charter.pdf)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more



INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

The students at Shooters Hill Sixth Form College come from a wide variety of backgrounds and nationalities. Whatever their abilities, faith or background, they will find a safe supporting environment for them to prosper here at Shooters Hill Sixth Form College. We know each student is unique and deserves to be treated with respect and understanding from peers and staff.

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of up to 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

Coffee Corner
Greenwich School Sports Partnership
Fully Equipped Fitness Suite
Swimming Pool
Art Gallery
City View Restaurant

Additional Reading

Further context of our college and our vision can be found within these booklets.

Ofsted Reports
<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet
[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus
[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet
[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



ADVERT

Executive Assistant to Principal

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

Post: Executive Assistant to Principal
Hours: 35 hrs PW – Full Time, Term Time Only plus 2 weeks (41 weeks)
Salary: PO1

We are currently looking to recruit an Executive Assistant to the Principal. Reporting directly to the Principal, the EA provides executive support in a one-on-one working relationship. The EA serves as the primary point of contact for internal staff on all matters pertaining to the office of the Principal. The EA also serves as a liaison to the Board of Trustees and Senior Leaders. The EA works independently performing a wide range of complex and confidential administrative and clerical support duties. Requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external contacts. The EA will have the ability to work independently and under pressure at times to handle a wide variety of activities and confidential matters with discretion.

If you possess these attributes and you are looking for a new opportunity, then we look forward to receiving your application.

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

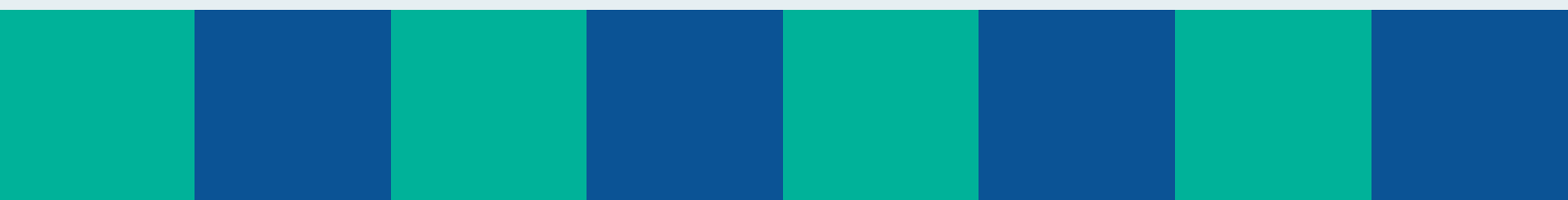
Completed applications to be sent to: hrteam@shc.ac.uk

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.



JOB DESCRIPTION

Executive Assistant to Principal

GRADE : PO1

RESPONSIBLE TO : The Principal

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job Purpose

Reporting directly to the Principal, the EA provides executive support in a one-on-one working relationship. The EA serves as the primary point of contact for internal staff on all matters pertaining to the office of the Principal. The EA also serves as a liaison to the Board of Trustees and Senior Leaders. The EA works independently performing a wide range of complex and confidential administrative and clerical support duties. Requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external contacts. The EA will have the ability to work independently and under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Main Tasks and Responsibilities

In Common with all other staff

- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.

In common with all support staff

- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college, and work outside of regular hours.

MAIN TASKS

Executive Assistant to Principal

Particular to the Role

- Providing a wide range of complex office administration and support to the Principal of the college.
- Serving as principal contact and source of information for students and parents where appropriate.
- Serving as principal administrative contact and liaison with all College constituents and external contacts, including government agencies.
- Collaborating with the Governance Professional to the Board of Trustees, including collation of committee papers and preparation.
- Providing an administrative service to include taking minutes, preparation of agendas, and collation of background reports and papers.
- Liaison with all departments within college to expedite matters on behalf of the Principal.
- Reviewing, assessing, routing, answering and monitoring follow up action steps on correspondence and electronic communications.
- Managing the Principal's electronic diary to include making appointments and arranging meetings.
- Composing, editing and drafting of emails, letters, reports and presentations under direction of the Principal.
- Managing the Principal's inbox to deal with emails and prioritising, signposting and leading on where appropriate.
- Researching, gathering and analysing information required for administrative reporting.
- Management and co-ordination of Project Monitoring Forms in relation to specific college projects, liaising with the Department for Education ensuring deadlines are met.
- Management and coordination of specific project budgets.
- Design and development of reports, presentations, leaflets on behalf of the Principal.
- Opening the post of the Principal and processing post as appropriate.
- Ensuring staff are informed of meetings they are required to attend and the dates.
- Organisation of staff briefings.
- Organisation of student assemblies.
- Organisation and coordination of Parent Induction Week.
- Sending out 'Staff Bulletins' on behalf of colleagues college-wide, undertaking necessary quality assurance.
- Ensuring that catering and refreshments are available for relevant meetings.
- Any other reasonable duties of a comparable nature as required by the Principal.

Skills and Experience Requirements

- Substantial related experience with proven office administration and customer service skills required.
- A solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools.
- Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.
- Experience managing multiple deadlines as required.

MAIN TASKS

Executive Assistant to Principal

Skills and Experience Requirements

- Ability to work across teams and departments.
- Strong written and verbal skills are a necessity
- The ability to exercise good judgement in a variety of situations.

Additional Information

- Hours of work: 35 hours per week
- Routine fixed daily start and finish times between 08:00 and 18:00 by agreement.
- Term time only at 41 weeks.

Safeguarding

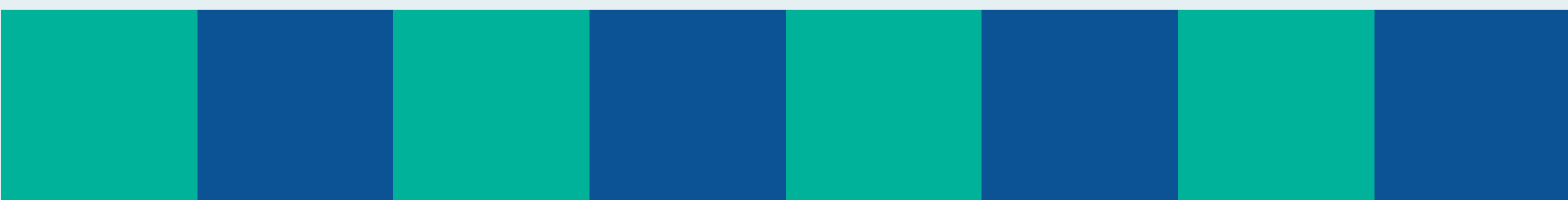
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.



PERSON SPECIFICATION

Executive Assistant to Principal

Requirement	Essential	Desirable	Selection Method
Qualifications			
A level 3 or above qualification (i.e. A-Levels, BTEC National, GNVQ Advanced)	✓		AF
Experience			
Previous experience of acting as a Personal Assistant, or a similar management role, in a large complex organisation, including experience of diary management and organising meetings, and highly motivated to provide proactive support.	✓		AF/I
Practical experience of providing confidential high-quality customer care in a sensitive environment.	✓		AF/I
Specialist Knowledge			
Demonstrable knowledge of office IT systems, including Microsoft Office Suite together with other IT applications necessary for the performance of this role. For example, budget management, electronic filing/record management systems. Able to deal with changing office technologies.	✓		AF/I
A good working knowledge of the design tool Canva.		✓	I
A good working knowledge of using the internet to research information, source materials and investigate costs.	✓		AF
An understanding of and commitment to equal opportunities and practical ideas for implementation through the scope of the post.	✓		AF/I
Skills and Abilities			
Possess the ability to communicate clearly and logically via written and verbal methods across a varied and diverse community within the organisation including external parties.	✓		AF/I
Ability to work independently, responding to tight deadlines, prioritising work whilst collaborating with colleagues to achieve goals and complete projects within timescales.	✓		AF/I
Qualities			
Display an organised and consistent approach to providing quality administrative support with attention to detail and accuracy.	✓		AF/I
A flexible and responsive approach to the changing priorities and demands of office tasks and workload peaks.	✓		AF/I

Key: **AF = Application Form** **I = Interview**

INTERVIEW PROCESS

Executive Assistant to Principal

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a pre-interview task and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: hrteam@shc.ac.uk

Referees will be contacted at the point of offering an interview.

Onboarding

Appointment

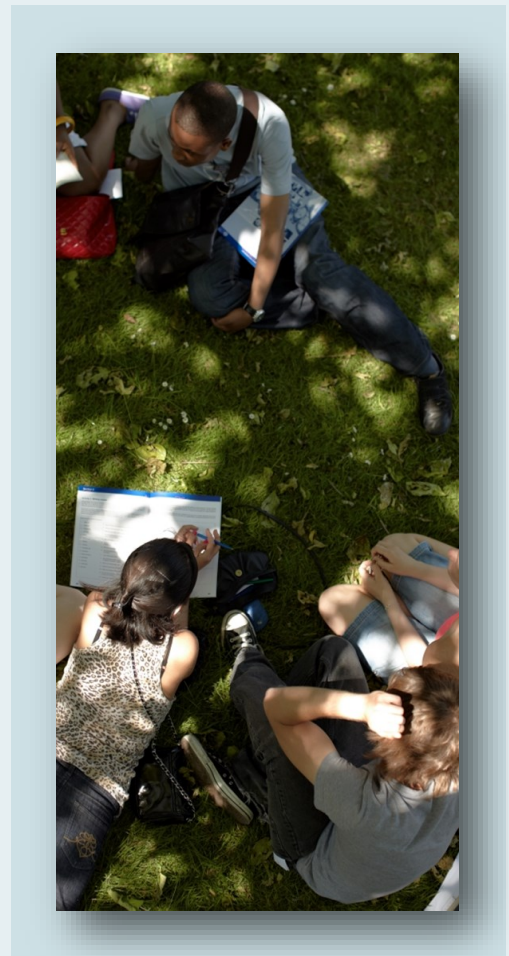
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**
List items requested here (originals must be provided, not photocopies)
- **References**
Satisfactory references received prior to interview
- **Qualifications**
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



TIMELINE

Executive Assistant to Principal

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Closing date for applications:	2024
Shortlisting:	2024
Interviews to commence:	2024
Start date:	2024

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

Telephone:	020 83199725
Email:	hrteam@shc.ac.uk
Website:	www.shc.ac.uk



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives