
YEOVIL COLLEGE - JOB DESCRIPTION

Job Title:	Project and Executive Support
Responsible to:	Senior Executive Support
Department:	SLT Support
Hours:	29.5 hours per week, all year round
Grade:	£24,709 [£30,992 FTE - YC8.1]
Date of Issue:	September 2026

1. Job Purpose:

To provide high-level executive, project and operational coordination support to the Vice Principal for Infrastructure and Projects, with a primary focus on the successful delivery of the College's major capital programme ("Big Build").

2. Key Roles & Accountabilities

Executive Support - Diary, Meeting & Committee Support

- Provide proactive, high-quality executive support including diary coordination, preparation of briefings and management of correspondence.
- Draft and coordinate reports, papers and presentations for senior leadership, governance meetings and external stakeholders such as the DfE.
- Proactively organise meetings under the Vice Principal's purview, including sending timely reminders, setting agendas, ensure that key actions arising from meetings are clearly captured, distributed, prioritized and coordinating follow-up on action items to guarantee their completion.
- Anticipate requirements and prepare information and materials in advance of meetings and decision points.

Project Administration Coordination Support

- Provide administrative support to the coordination of the College's capital programme, assisting with communication between internal teams and external partners.
- Support the collation and organisation of information from curriculum and operational teams, ensuring that requirements are accurately recorded and shared.

- Maintain and update records of project actions, timelines and dependencies, highlighting any changes or delays to senior colleagues.
- Assist in the preparation and maintenance of project documentation, ensuring information is well organised, accessible and up to date.

Communication & Relationship Management

- Build effective relationships with internal teams, ensuring strong communication and responsiveness.
- Support senior leaders to engage effectively with contractors and external stakeholders.
- Ensure information is communicated clearly and appropriately between stakeholders.
- Act as a trusted point of contact for coordination queries.

Compliance and Information Administration

- Support the delivery of compliance action plans and organisational assurance activities
- Ensure that documentation, records and audit trails are maintained to support compliance requirements.
- Assist with policy tracking, drafting, version control, and review scheduling.
- Support coordination of responses to internal and external audits relating to compliance.
- Provide administration support to Health & Safety compliance.
- Ensure information is handled in line with data protection standards and support GDPR process including triage incident reports and respond to near misses and low risk non reportable breaches and Data Subject Access Requests through data collation, preparation and redaction support.
- Support any other compliance administration.
- Promote good information management practices across the support team.

Agile Working and Cross-College Support

- Work flexibly across Principalship, Infrastructure and operational environments.
- Respond to emerging priorities and provide rapid support where required.
- Ensure that administrative resource is deployed effectively to meet changing demands.
- Support a culture of adaptability and responsiveness.

3. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equality and Diversity

The College is committed to a policy of equal opportunities, and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex or marital status, disability, age, responsibility for

dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. The College is committed to preventing discrimination against lesbians and gay men. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted, and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people, and vulnerable adults from harm, whatever their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

YEOVIL COLLEGE CORPORATION

PERSON SPECIFICATION – Senior Project and Exec Support Officer – Infrastructure and Projects

	Essential	Desirable
Previous Experience	• Demonstrable experience of providing high-level administrative or executive support in a complex organization at minimum 3 years. • Able to demonstrate effective use in a range of digital / tech skills including full M365 suite. • Able to demonstrate a record of excellent organisational and prioritisation skills with the ability to manage multiple competing demands. • Ability to coordinate work across teams and maintain oversight of multiple workstreams. • Able to demonstrate exceptional problem-solving skills. • Attention to detail is vital in the role. • Able to demonstrate being calm under pressure and strong negotiating skills.	• Administrative experience of working for a Senior Manager. • Experience as a Personal Assistant. • Experience of project or programme coordination • Understanding of compliance and governance processes
Qualifications	• Good general education to Level 3 or equivalent substantial experience. • English and mathematics – Level 2.	• Hold or be prepared to study to gain a Personal Assistant qualification. •
Special Skills/ Aptitudes	• High level of digital competence and experience of using systems to track and manage work. • Able to respond to and effectively cope with peaks in workload. • Ability to follow up with colleagues to ensure deadlines are met. • Able to work with a minimum of supervision. • Focus on and anticipate the needs of the Senior Leader. • Resilience and confidence to operate in a fast-paced and changing environment • Emotional Intelligence.	•
Personal Attributes	• Excellent communication skills, with the ability to build relationships and influence others with exception customer service approach. • Always have a high level of integrity and respect confidentiality.	

	• Ability to prioritise and take initiative. • Able to work accurately under pressure. • Willingness to take responsibility and work with minimum of supervision. • Flexible approach to workload. • Must have a can-do attitude to work. • Sense of humour.	
General Situation	• Flexibility with working hours and approaches.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)