

Role Description

Executive Business Assistant

June 2021

Division:	TEP
Unit/Section:	TEP Executive Team
Salary:	TEP 6
Reporting to:	Executive Business – Deputy Manager

Purpose of Role:

To provide comprehensive administrative support to The Education People Executive Team office, to assist in the smooth running of the team and to take a proactive role in relation to its day to day functioning.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities:

1. Provide comprehensive administrative support to The Education People (TEP) Executive Team office supporting the day to day administrative functions of the team.
2. Producing and preparing materials and resources, including use of graphics programme to create infographics for the CEO and Heads of Service.
3. Developing and maintaining office systems as required, including database and filing systems.
4. Ongoing maintenance of the company structure charts, ensuring they are kept up to date in liaison with Heads of Service.
5. Management of executive office inbox, triaging any issues with support from the Executive Business Deputy Manager and Executive Business Manager.
6. Collation of updates from Ofsted and the DfE into a weekly roundup for Heads of Service.
7. Using in house systems, in order to facilitate the smooth running of the team, including iProc to undertake finance tasks, SharePoint in order to update NextTEP and the CRM system to gather or input information and provide reports.
8. Oversee company contracts mailbox, triaging and disseminating incoming emails with support and guidance from the Contracts and Operations Manager. To include logging i cases/complaints and relevant information on to the contracts database. Following up case responses as required.
9. Produce all types of word processing, from handwritten and other sources. There will also be a requirement to minute meetings on behalf of the Executive Team.
10. Provide full administrative support for adhoc meetings, including Business Review and Wider Leadership Group meetings, including booking meetings, attending to record actions, and planning and preparation in advance of meetings.
11. Provide administrative support for staff events and communications, as required.
12. HR Reporting: sharing of service sickness and mandatory training reports with individual Heads of Service. Monitoring of training reports to ensure compliance, including regular reporting to the CEO and Executive Business Manager.
13. Provide support to Executive Business Deputy Manager and Executive Business Manager, as required.

Annex B: Person Specification

	MINIMUM
QUALIFICATIONS <i>(if essential)</i>	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent or NVQ2 in Administration or equivalent or • Proven experience
EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing business support/office administration • Working with and manipulating data/spreadsheets, e.g. filtering, sorting • Monitoring a central mailbox system • Experience of drafting correspondence
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Interpersonal, organisational and administrative skills • Literacy and numeracy skills • Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions • Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day • Good keyboard skills • Ability to organise and prioritise workload to achieve deadlines and to work within agreed timescales • Ability to investigate complex queries and anomalies when required • Ability to take accurate notes and minutes of meetings on occasions • Keen eye for detail
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent knowledge of office systems and processes • Awareness of Data Protection and Freedom of Information protocols and confidentiality issues • Good communication and practical skills
BEHAVIOURS	<ul style="list-style-type: none"> • A flexible approach • Effective team player • Ability to use own initiative

Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.