



Job Description

Job Title: Executive Assistant

Responsible to: Co-Directors

Purpose of the job

- Support the Directors primarily to ensure the smooth and efficient running of the Trust operations.
- Helping with capacity by taking on delegatable tasks from Directors

Main duties

1. Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
2. Provide administrative and reception support for the Children's Centres, Quaggy Development Trust and partners as required.
3. To take minutes at sub-committee and board meetings where needed. Scribing and typing up minutes for distribution.
4. To liaise with the leadership team and other key colleagues across the organisation.
5. To manage the onboarding of staff: preparation of contracts, offer letters, induction information and IT equipment.
6. Supporting with organisation and planning of events, both internal and off-site on behalf of the Co-Directors
7. To review service contracts and negotiate new ones when needed, as well as scheduling service maintenance.
8. To manage administrative processes for utilities and insurance.
9. To organise staff mobile phones, laptops & IT equipment for all staff



10. Act as a team member or leader in designated SLT, community, and cross-functional projects when required
11. Communicate with other project stakeholders to meet project requirements and objectives.
12. Support other SLT team member projects via advisory, administrative, process, and IT guidance.
13. Carry out or update project plans to include information such as objectives, technologies, schedules, funding, and staffing.
14. Monitor own project milestones and deliverables
15. To undertake general admin duties of telephone calls, parking permits, enquiries, filing, photocopying and anything else relevant to this post.
16. To maintain confidentiality of information about children and their families, sharing sensitive or personal information only with those colleagues who need to know.
17. Other work reasonable delegated by Directors which could involve basic data analysis.
18. To always maintain confidentiality and professional conduct.
19. To have a flexible approach and ability to communicate effectively with different teams.
20. To support the implementation of the Equality, Inclusion & Diversity policy.
21. To participate in training programmes where necessary, including in-service opportunities and to progress personal and professional development in order to meet the changing demands of the post.
22. To carry out any other work as directed that is appropriate to the level and general nature of the duties of the post.
23. To establish and maintain good working relationships with appropriate staff within the service and with external agencies and partners.



24. To ensure that the duties are undertaken with due regard and compliance with the Data Protection Act and related legislation and regulations.

25. Follow the code of conduct and safeguarding procedures for the service and report any concerns appropriately.

26. To maintain discretion and professional conduct at all times and with all stakeholders.



Person Specification

Short Listing Criteria: E = Essential D = Desirable

Experience	
• Experience of providing secretarial support at a senior business level, in a professional environment.	E
• Experience of managing the meeting preparation process including document packs, agendas, and minutes.	E
• Experience of following financial procedures and some basic finance including budgeting and basic bookkeeping	D
• Project coordination and experience as a project team member	D
• Experience of managing stock	D
• Experience of dealing with the public	E

Knowledge, skills and ability	
• Excellent written and oral communication skills	E
• Ability to act on own initiative	E
• Ability to prioritise and manage own workload	E
• Ability to work as part of a team	E
• Excellent administration skills including IT skills	E
• Understanding of issues of confidentiality	E
• Awareness of and commitment to the issues of personal privacy and current Data Protection requirements	E
• Confidence handling money	E
• Organised, with good planning and time management skills	E
• Excellent attention to detail	E
• Good knowledge of Excel	D



Education	
• English and Maths qualifications	E
• Business Admin qualification	D

Equality, Inclusion & Diversity	
• A good knowledge and understanding of equality, inclusion and diversity issues, with a commitment to an inclusive approach to working with all stakeholders.	E
• Commitment to adhere to the Quaggy Development Trust policies and procedures.	E

Hours: 22.5 hours per week and one Saturday per year (Quaggy Carnival)

Holiday entitlement: 25 days a year pro rata (actual 15) up to 3 of which must be taken when the Trust is closed in December, plus a proportionate amount of bank holidays.

Location: Quaggy Children's Centre (main office) SE13 7QZ and QDT sites across Greenwich where necessary

Safeguarding Children is of the utmost importance in our organisation. If offered the post, you would be required to undergo an enhanced DBS disclosure check.

Applicants from diverse backgrounds are particularly encouraged to apply.