

JOB DESCRIPTION

Job Title:	Executive Assistant
Department:	Directors Office
Reports To:	Director/ CEO and COO
Line Manages:	N/A
Contract:	Permanent (35 hours per week)
Grade:	6 (£30,040 - £31,621 per annum), depending on experience
Last Updated:	April 2021

Job Summary

The Executive Assistant coordinates the administrative, organisational, and certain office management functions of the LFS. They also provide administrative support and diary management to the CEO and COO.

Main Responsibilities

Executive Support

- Provide administrative support to the CEO and COO including diary management, travel arrangements, logistics for meetings, VIP liaison, and responding to correspondence and calls.
- Responsible for coordination of LFS Management Team and sub-committee meetings: prepare meeting agendas and coordinate weekly/monthly meeting schedules; prepare minutes; and manage action point completion.
- Ensure effective communication and alignment between Management Team, sub-committees and the wider organisation as required.
- Coordinating termly staff meetings, and other end of term events, including logistics and catering.
- Work effectively to support the teaching and learning environment including proactive, efficient and collaborative liaison with staff and students;
- Work effectively within policy guidelines/regulations and develop internal processes as necessary;
- Accurate record keeping in all areas of work;
- Support budget management by ensuring financial, invoicing and procurement processes are followed;
- Liaise, coordinate and communicate between internal departments and external stakeholders as necessary.

Governance Support

- Coordinate with the Company Secretary with the booking of rooms, portorage/AV requirements, and catering for all Board of Governors meetings.
- Support the Company Secretary in the planning and delivery of the LFS's Annual General Meeting of the Association (plus any Other General, or Termly, Meetings of the Association).

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at LFS.
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;

- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Skills, experience and knowledge	Essential (E) Desirable (D)
Extensive experience of providing executive support to Director/CEO level	E
Adept at balancing support provision for more than one person at any time	E
Experienced using data in line with GDPR, and handling sensitive matters with discretion	E
Able to coordinate and support formal meetings i.e. logistics, agendas and minutes	E
Ability to take and prepare complete and accurate minutes in a timely fashion.	E
Well organised, analytical and confident managing variable workloads	E
Able to present and communicate information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Excellent interpersonal skills with proven ability to work collaboratively	E
Able to use common sense and initiative to find pragmatic solutions, seek improvements, and adapt	E
Able to multi-task, identify priorities and work in a fast-paced environment	E
Working knowledge of Microsoft Office, with a willingness to learn and use new systems.	E
Experience of working for a not-for-profit/higher education/creative organisation	D
Knowledge of arts/film/TV industries	D
Qualifications	
Educated to at least A-Level standard (or equivalent)	E
Personal attributes	
Willingness to work flexibly and helpful attitude	E
Positive “can do” approach and willingness to support others where needed	E
Comfortable working as part of a small team with minimal supervision	E
Enjoy working positively, imaginatively and proactively to meet challenges and achieve results	E

LFS is an Equal Opportunities Employer

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

Expectations of all staff

Professional standards

All staff employed by LFS are expected to exhibit high professional standards which promote and demonstrate the School’s core values of Creativity, Collaboration, Community, Quality and Professional Practice.

Equal Opportunities

All staff are expected to understand and enact the School’s commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and safety

The arrangements for meeting the School’s health and safety objectives are contained in the LFS Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the School. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the School as a whole. In particular working to provide a positive student experience and achieving excellence in all the School’s activities.

Our commitment

We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background.

To fully embed effective equality, diversity and inclusive practices, we are working towards removing all barriers that staff, applicants and students may experience from underrepresented groups.

Please be assured that we will protect your privacy and the information provided on the monitoring form. No information is shared if there is a risk of identification.

Benefits

As a member of staff at LFS, you receive more than just your basic salary there are other significant contributions to your financial security in the form of your benefits package.

Annual Leave	In addition to the statutory bank holidays, all full-time role holders are entitled to 30 working days per annual leave year [01 September to 31 August].
Pension	Upon completion of the applicable probation period staff are enrolled into the People’s Pension Scheme which includes matched giving up to 4% of salary.
Staff Development	LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager.
Cycle to work scheme	If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels.
Your Wellbeing	We provide access to our Employee Assistance Programme which will give you access to confidential counselling and an online support service designed to help maintain your

	work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues.
Staff Loan	Upon completion of the applicable probation period staff are eligible for an interest free staff loan.

How to apply

If you would like to make an application for this role, please send your application and monitoring form to: recruitment@lfs.org.uk by xxxxx.

We aim to shortlist all applications within 2 weeks of the advert closing date. If you do not hear from us within this time, please assume that your application has been unsuccessful.

Appointment process

After applications have been assessed against the criteria, we will interview all shortlisted candidates on xxxxxxx.

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK [either in the form of your passport/British Residency Card or other documentation following a UK Visa and Immigration process]. If you are successful in your application, we would like you to join us as soon as possible although we appreciate this will be subject to your contractual notice period. Please note that we currently do not reimburse travel expenses.