# Job Description

**Job Title:** Executive Assistant to the Principal  
**Department:** Principal’s Office  
**Reporting to:** The Principal  
**Close working with**  
Vice-Principal; Secretary to Governing Body; Senior Officers and Fellows of the College; Heads of operational departments; other Colleges and the University; external stakeholders as appropriate including certain donors and alumni  
**Salary:** Scale points 27 – 36, currently £31,878 - £41,539 p/a

## The College:
Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. Located within easy reach of the historic city centre, and within easy access of Cambridge mainline station, the College has over 1,000 students and a Fellowship of about 70.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can.

## Job Purpose
The Executive Assistant manages the Principal’s Office to ensure the effective provision of confidential, professional administrative and organisational support to the Principal, and provide excellent diary and confidential email management. In addition, the EA manages and co-ordinates Fellowship administrative matters and provides administrative support to the Vice-Principal and Secretary to Governing Body as required. The job holder needs to liaise with Heads of Department and College Officers, enabling information to flow more effectively between different parts of the College. It is essential for the job holder to maintain a strong understanding of inter-Collegiate Cambridge and be able to brief the Principal on its operations.
Main Duties and Responsibilities

Provide administrative and organisational support to the Principal

- Provide a professional, efficient and courteous first point of contact for those wishing to have dealings with the Principal. This high visibility role requires the application of a high level of tact and diplomacy
- Organise and co-ordinate the Principal’s workload by:
  - Planning, preparing and co-ordinating engagements and diary on behalf of and in consultation with the Principal
  - Liaising/collaborating with College Departments and the wider collegiate University Community as appropriate
  - Liaising as appropriate with the Secretary to GB, the Admissions and Tutorials Office, the Development Office, and the offices of the Bursar and Senior Tutor to ensure that key College events are prioritised
- Oversee the Principal’s travel arrangements
- Provide administrative support to the Principal for his work within the College, the University, and the wider world of Higher Education, in particular:
  - Manage the Principal’s professional communications and correspondence, acting as a point of contact for the College community (staff, students, Fellows etc), the University, Colleges, and other internal and external stakeholders, and liaising/ replying on his behalf where appropriate
  - Assist the Principal in researching and assembling information for his reports to the Governing Body, College Council and other College Committees, his speeches for College and College-related events, and his work representing Homerton within and beyond Cambridge
  - Support the Principal with specific projects relevant to his work and that of his Office, liaising with individuals, departments and committees to ensure that work produced by, and in conjunction with him, is relevant and timely
  - Collate materials as required for meetings, and edit presentations where necessary
- Work closely with the Conference and Catering Manager on College events and ceremonies:
  - Manage invitations and arrangements for dinners, including seating plans for eg Charter Dinner
  - Co-ordinate and oversee the implementation of College events and ceremonies at which the Principal presides (except for those organised by the Development Office or the Admissions and Tutorial Office), and ensure the Principal is briefed and prepared for these events
• Provide administrative support to other College officers:
  o Support Council and Governing Body by coordinating, distributing and archiving paperwork for meetings. Assist the Principal and other College Officers with preparation of agenda items for College Council, Governing Body and other Committees, as required
  o Collaborate with and provide administrative support to Secretary of the GB and Vice-Principal, as required
  o Provide secretarial support at meetings chaired by Principal, Vice-Principal and other academic officers. Service some College Committees and working groups including Fellowship Committee; Art committee; College Offices Group; Research Committee, including preparation of agenda, papers, minutes and follow-up
• Organise, collect information on, and activate action points from appraisals for academic staff
• Support the development and implementation of the strategic academic plan
• Document and arrange confidential meetings with Fellows and others as required
• Ensure that records are kept on matters relating to academic staff, liaise with HR as necessary
• Assist, occasionally, with the arrangements for recruitment of College Offices in conjunction with HR
• Help with arrangements for visiting scholars
• Maintenance of College Calendar
• Ensure GDPR compliance in Principal’s office
• Manage workload in the Principal’s office, delegating as appropriate

Support the efficient flow of information and communication within College by liaising with College Officers, Operational managers and Fellows; and external parties
• Liaise between the Principal, Vice-Principal, Senior Tutor and other academic officers
• Liaise with Director of Development and External Relations regarding the Principal’s role in fundraising for the College and in the organisation of any UK or overseas travel in connection with this
• Liaise with Internal Communications Manager regarding internal communications across the College
• Communicate with Bursary and Tutorial Office to ensure information is shared across College and to ensure a joined-up approach
• Act as the main port-of-call for Fellows, ensuring that information is communicated to and from academic staff
• Liaise with the Vice-Chancellor’s office, other University offices, other Heads of House, University departments and any outside stakeholders and disseminate information as required

Assist with Fellowship matters
• Manage Fellowship issues (recruitment and induction of new fellows; communication with current and former fellows; manage fellows’ queries and concerns, eg about office space/cards/dinners/expenses and allowances; keep records of fellows and manage distribution lists)
• Maintain accurate Fellowship records and ensure Fellowship renewals and retirements are arranged as necessary; feed through updates for Alumni database as required
• Maintain correspondence, records and follow-up for prospective Fellows
• Maintain up-to-date communications lists for Fellows and ensure that Fellows’ profiles on Internet is up to date
• Provide administrative support to facilitate strategic discussions about growing the Fellowship
• Maintain up-to-date Fellows handbooks; and ensure welcome and induction of new Fellows in conjunction with HR

Person specification

Knowledge, Skills and personal qualities
• Advanced knowledge of working with Microsoft Office and Email systems, including Word, Excel, PowerPoint
• Excellent keyboard skills
• Ability to create and update blogs or social media postings at the Principal’s request
• Excellent organisational, analytical and research skills
• Mature approach and highly developed interpersonal skills
• Ability to work with patience, tact and diplomacy
• Ability to exercise complete discretion at all times
• Ability to act on own initiative as required
• Previous experience in a related or similar environment
• An understanding of the Principal’s role as Head of House, in the context of Homerton College and Cambridge University
• Ability to work with patience, tact and diplomacy
• Willingness to act on own initiative as necessary
• Mature approach and highly developed interpersonal skills at all levels
• Ability to exercise complete discretion and confidentially at all times