

PA to Group Executive Director: Communications and Student Support (Maternity Cover)

School:	New City College	Posted:	8th May 2025
Location:	London, Greater London	Expires:	1st June 2025 11:59 PM
Contract Type :	Fixed term contract	Start Date:	As Soon As Possible
Contract Length:	Fixed Term - 1 Year	Job ID:	1481858
Salary:	£15,204.50 - £16,391 (0.50 FTE)		
Hours:	Part Time		



The Role:

Are you a dynamic, experienced and capable PA looking for an exciting opportunity for your next step? We are seeking a Personal Assistant to a busy Executive Director with wide-ranging areas of responsibility across communications, marketing and student support services. This role is perfect for someone who thrives in a fast-paced environment and enjoys being at the heart of strategic initiatives. This is an office-based role and you will be required to travel to different New City College campuses when needed.

Who You Are:

You need to be organised and unflappable, confident and proactive. An excellent eye for detail and accuracy is paramount: Perfect spelling and grammar and a good head for figures are a must. You should have superb IT skills including the MS Office suite, OneDrive, etc. You will also need to quickly learn to use internal systems and processes for communication, finance & budgets, HR, data and student enrolments. You will understand why distorted logos and poor-quality clip art are unacceptable. A willingness to work flexibly and to adapt quickly to changing operational needs, to support your manager, your large directorate, and the wider organisation are essential.

Key Responsibilities:

- Administrative Support: Preparing reports, presentations and documents, and managing confidential information with discretion.
- Using college processes and systems: For example budget and other financial administration; HR administration; student enrolments.
- Diary Management: Organising and maintaining the Executive Director's schedule including meetings, appointments, and travel arrangements.
- Personal Support: Email and OneDrive management, ad hoc support depending on what the day brings!
- Communication: Handling correspondence, emails, and phone calls, and acting as a liaison between the Executive Director and internal/external stakeholders. Making sure communications are accurate and up to date.
- Event Support: Assisting in the planning and execution of events and other initiatives.
- Project Support: Supporting various projects and initiatives led by the Executive Director and the wider directorate and college.

What We Offer:

- Pension: New City College provides a career average pension scheme for all staff. Support staff fall under the Local Government Pension Scheme
- Accessibility: All college sites are easily accessible for wheelchair users and via public transport (bus, DLR, or tube).
- On-Site Facilities: Free access to on-site gym facilities at some campuses and on-site cafes serving subsidised food and drinks.
- Staff Development: Five CPD (Continuing Professional Development) days per year, with access to industry-standard facilities and a collaborative working environment. Opportunities for career advancement and professional development in a supportive setting.
- Financial Perks: Interest-free loans for annual travel season tickets. Health cash plan (reimbursement for dental, optical, and therapy treatments) and a completely confidential Employee assistance programme.
- Discounts: Save money on day-to-day expenses, shopping, dining out, DIY, and travel.
- Technology Access: Office 365 and Adobe Suite available for personal devices.

The closing date given is a guide only. There may be some occasions where we have to close a vacancy once sufficient applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

About New City College:

New City College is a sector leading college group with campuses spanning east London and south-west Essex as well as two language schools. When you join NCC, you'll join a forward-thinking, dynamic team, sharing best practice to deliver first class education and skills for the benefit of our students and wider communities.

Our college environment is second to none. We boast industry standard facilities and equipment, expert staff and partnerships with other high-profile organisations which all prepare students for progression to higher education or successful careers. Furthermore we make sure we're a step ahead when it comes to the skills and technology needed for the jobs of tomorrow, so that employers across the region - and nationally - know where to come to update their staff teams' skills and qualifications.

New City College's 7-college merger and our combined skills and expertise places us at the forefront of further education in the UK, spanning sixth form education, adult skills, apprenticeships, ESOL, EFL and SEND. With a turnover of £130m, 20,000 students and 2,000 staff it is one of the strongest and most influential FE organisations in the country.

At New City College we're proud of our inclusive and diverse staff and student community. We are united in our zero tolerance approach to racism and discrimination. As we develop our longer-term vision, we will continue to ensure that we invest in our staff and other resources to provide a distinctive offer and excellent, supportive learning environment which meets the needs of students and employers and prepares local people for their exciting future.

As the College supports a number of children and vulnerable adults, all staff are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. Accordingly, all staff will be subject to an 'Enhanced' DBS (formerly CRB) check, along with a Children's Barred List check if in regulated activity. Any offers of appointment may be withdrawn if these checks prove to be unsatisfactory to the College. Self-disclosure will be required as part of the recruitment process. If you fail to make a full disclosure or provide sight of your DBS certificate then your offer of employment is likely to be withdrawn. The College's DBS policy covers the recruitment of ex-offenders which is available upon request.

New City College aims to develop a workforce that reflects the diverse community we serve and actively welcome applications from candidates from a BAME background.

Safeguarding Statement:

New City College - London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.