

## JOB DESCRIPTION

<b>Title of Post:</b>	Executive Assistant
<b>Reporting To:</b>	Executive Director and Artistic Director
<b>Salary Range:</b>	£30,000- £33,000 pro rata depending on experience
<b>Contract:</b>	Part time, 0.8 permanent contract
<b>Working Pattern:</b>	<p>Working patterns can be negotiated where the requests align with the needs of the School. Saturday working on rotation is required.</p> <p>The School is open from 8am to 6pm and daily working hours will be scheduled within these times. Occasional evening and weekend work will be required and arranged in advance.</p>
<b>Place of Work:</b>	School's premises, Carlyle Building, Hortensia Road, London, SW10 0QS.
<b>Contract Terms:</b>	<p>The holiday entitlement is 28 days plus bank holidays pro rata.</p> <p>The School operates an auto enrolment Pension Scheme in which the School contributes 5% and the employee contributes a minimum of 5%.</p> <p>This role is subject to a probation period of 4 months</p>
<b>Key Working Relationships:</b>	Executive and Artistic Directors, Senior Management Team, General Manager and Timetable Coordinator.
<b>Main Purpose of the Role:</b>	Supporting the Directors through secretarial and administrative support duties that enables them to function at maximum effectiveness. The post holder will have an overview of the School's output, manage Directors diaries, deal with personal correspondence and meeting set ups, oversee freelance employment contracts, coordinate travel arrangements, provide administrative support for the Board of Governors and subcommittees and track budgets, within the context of a busy school environment.

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## **Safeguarding Duties and Responsibilities:**

The School is committed to safeguarding and promoting the wellbeing of all students, all employees are expected to share this commitment. Staff are expected to proactively ensure the effective implementation of policies and procedures relating to safeguarding and wellbeing, comply with statutory regulations and communicate effectively with students, parents, colleagues and agencies appropriately.

## **Key Responsibilities:**

### **Executive Assistance**

- Assist the Directors with arranging meetings and visits for external contacts.
- Support diary management of the two Directors as required
- Deal with incoming correspondence in a timely manner, editing mails, drafting responses and soliciting input from other staff as required.
- Provide secretarial support, proof reading and refining the presentation of written work of the Directors as required.
- Accurately minute and record internal and external meetings as requested, including the weekly Artistic meeting.
- Support the Artistic Director with the guest teacher budget management, liaising regularly with the Finance Manager and Executive Director.
- Liaison with the Board of Governors and subcommittees. To coordinate meetings, take minutes and be an initial point for all Governors and subcommittee members as directed by the General Manager.
- Secretary to the Arts and Education subcommittee.
- Secretary to the Course Committee and collating information for the Quality Assurance cycle.

### **Artistic Coordination**

- Be the first point of contact for third party collaborations with the Artistic Director and the School.
- Assist with the coordination of artistic projects including students working with ENB and other external performance opportunities.
- In support of the Artistic Director, act as a point of contact for international auditions and work closely with the Registrar to ensure information is transferred sufficiently for any subsequent enrollment.
- Negotiate with and contract artistic freelance staff including regular teachers, cover teachers and choreographers as directed by the Artistic Director.
- Assist with necessary travel documents for artistic freelance guests including CoS and visa requirements.

- Work alongside the General Manager and Head of Wellbeing and Safeguarding to ensure that all regular freelance workers have signed suitable agreements and are DBS checked where necessary, supervising the issuing of all artistic contracts and ensuring consistency and best practice.
- Develop and maintain accurate and confidential personnel records for the above freelance staff.
- Ensure all guest teachers and visitors are correctly inducted into the School.
- Alongside third year Tutors, and as directed by the Artistic Director, coordinate support for third year students auditions and professional development.

## **General**

- Uphold the policies and procedures of the School and contribute to joint team responsibilities.
- Work towards and promote the aims and values of the School at all times.
- Promote equality, diversity and inclusion across all areas of work.
- Abide by the joint team responsibilities as outlined in the staff handbook.
- Manage, attend and assist with School events and training where appropriate.
- Undertake any other reasonable tasks as directed by the Directors

*This Job Description reflects the current situation and does not preclude change or development that might be required in the future. The list of responsibilities is not exhaustive, and the employee may be required to perform other duties as operationally required and at the discretion of their Line Manager.*

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## PERSON SPECIFICATION FOR EXECUTIVE ASSISTANT

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification.

### Essential Skills, Experience and Knowledge:

- Experience of working in an Executive Assistant capacity.
- Exceptional communication and administrative skills.
- Tactful, diplomatic and assertive in dealing with challenging situations.
- Excellent interpersonal and relationship building skills.
- Effective team player with the skills to work with senior management within the School, Board of Governors, staff at all levels, students, parents and members of the public.
- Experience of dealing with confidential issues with discretion.
- Excellent working knowledge of the Microsoft Office Suite including Outlook, Word and Excel.
- Ability to prioritise and manage workload.
- Able to work under pressure and to tight deadlines maintaining attention to detail.
- Excellent written and proofreading skills.
- Experience of budget management and processing expenses.

### Desirable Skills, Experience and Knowledge:

- Experience of working as an Executive Assistant for an arts organisation
- Knowledge and understanding of the work of English National Ballet.
- Knowledge or experience of Dance as a discipline
- Experience of working in the Charitable Sector, the Education Sector and with young people
- Project Management experience, with a proven record of accomplishment of providing project and administration support at senior management level.