

MOUNTVIEW

Job Description

JOB TITLE:	Executive Assistant
RESPONSIBLE TO:	Principal & Artistic Director Executive Director
WORKS CLOSELY WITH:	Board of Trustees Subcommittees of the Board Executive Team
LIAISES WITH:	Capital Project Team

ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools. We offer professional vocational training at foundation, undergraduate and postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspace are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and there has never been a more exciting time to join us.

MAIN PURPOSE OF POSITION

The Executive Assistant is a key member of Mountview's administrative team, primarily responsible for providing full clerical and personal assistance to the Principal & Artistic Director and Executive Director, including diary management, as well as delivering a range of administrative support functions in terms of business, operations, capital project, and event and stakeholder management.

The post holder also acts as minute secretary to meetings of the Board of Trustees, its subcommittees and Executive team meetings, and as secretary to any working groups involving Board members and senior staff, helping to ensure that Mountview effectively manages a period of significant growth and organisational change.

KEY RESPONSIBILITIES

Executive Support

- Provide personal assistance to the Principal & Artistic Director and Executive Director, dealing with all correspondence, preparing letters and documents, undertaking word processing, spreadsheet and database support and the production of high standard reports and presentations.
- Manage telephone calls and queries and ensure these are dealt with effectively and appropriately, responding to enquiries from staff, students, visitors and external contacts.

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- Manage the diaries of the Principal & Artistic Director and Executive Director, coordinating schedules, making travel arrangements, and ensuring their punctual and prepared attendance at meetings.
- Plan, organise and coordinate Executive, Committee and Board meetings for the year ahead, liaising with Trustees and senior staff members and booking venues.
- Arrange other internal meetings, organising room bookings, ordering catering, and meeting and hosting guests.
- Maintain and develop a central filing system, appropriate databases and mailing lists for the Directors' Office, including involvement in sensitive and confidential HR matters and processes.
- Manage emails, correspondence and filing for the Principal & Artistic Director and Executive Director.
- Compile and reconcile monthly expenses for the Principal & Artistic Director and Executive Director.
- Process invoices for items authorised by the Principal & Artistic Director and Executive Director.
- Provide ad hoc project support to the Executive Director, Principal & Artistic Director and Executive Team, undertaking research and compiling reports as required.

Committee Support

- Provide committee support services, specifically to the Board of Trustees and Executive Team and to any additional committees, task and project groups or Away Days which the Directors or Chair of Trustees may be required to attend.
- Assist in the preparation of agendas, notify members of meetings, copy and distribute papers, take and produce minutes and, as appropriate, progress actions arising from committee meetings and oversee the follow-through of decisions.
- Keep and maintain files of Executive, Committee and Board meeting papers.
- Support the Company Secretary in the management of statutory administration.

Academic Support

- Prepare and update Mountview's annual executive calendar and executive leave calendar, maintaining an overview of all Executive, Committee and Board meetings and key dates.
- Assist in the creation and circulation of Mountview's academic calendar.
- Set up and make all arrangements for regular staff meetings, and training and development days, compiling follow-up documents and issuing staff communications.

Capital Project Support

- Support the Principal & Artistic Director and Executive Director on project-related issues, including stakeholder liaison, paper preparation and general coordination.
- Liaise with the Projects & Estates Assistant and internal and external Capital Project Team to arrange project-related meetings.

Event and Stakeholder Management

- Work with the Marketing and Development, Registry Services and Student Services teams, and other academic and administrative staff, to organise the smooth and effective running of internal and external events, including booking rooms, ordering catering, drafting invitations, arranging printed and display materials and managing guest lists

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- Work with the Executive Team to deliver robust stakeholder management, liaise with the Marketing Department to ensure the stakeholder management system remains up to date and accurate, and assist in the organisation and management of external stakeholder meetings, launches, receptions and other special events. This will require working unsociable hours on occasion.

Other Duties

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Qualifications and Experience

Essential

- Educated to degree level, or have equivalent professional qualifications or experience.
- Extensive administrative experience, including experience of supporting those working at a senior level.
- Proven track record of working in a busy and demanding office environment, including experience of managing a complex and varied workload.
- Proven track record of diplomacy and working effectively with a wide range of people.
- Experience of committee and Board administration.

Desirable

- Experience of capital project administration.
- Experience of event organisation and stakeholder management.

Skills and Abilities

Essential

- Ability to work positively and proactively under pressure and to tight deadlines.
- Ability to organise meetings, produce agendas and take minutes quickly, efficiently and accurately.
- Excellent time management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Excellent written and verbal communication skills, including confident telephone manner, and ability to present well in person.
- Ability to work as part of a team and to stay motivated and use own initiative when working alone.
- Ability to exercise tact and discretion in dealing with sensitive and confidential matters.
- IT-literate and highly proficient in using Microsoft Office, including Outlook, Word and Excel.

Desirable

- Ability to do shorthand and typing speed of 60-plus words per minute.
- Knowledge of the General Data Protection Regulation (GDPR) and Data Protection Act.
- Knowledge of company and charity administration.

Personal Qualities and Attributes

- Interest in the arts and/or education.

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- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Commitment to self-development.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act and General Data Protection Regulation (GDPR) 2018, and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

TERMS AND CONDITIONS

Salary: Circa £28K per annum, depending on experience.

Contract: Permanent, full time.

Hours: 40 per week, normally 9:00am to 6:00pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, as agreed with the post holder and determined by the needs of the business.

Holiday: 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

CLOSING DATE

The closing date for completed applications is **Wednesday 7 August at 9am**.

INTERVIEWS

Interviews are expected to take place in the week commencing **Monday 19 August**.

HOW TO APPLY

Please send a **completed application form** and **your current CV** by email (preferred) to alistairowen@mountview.org.uk or by post to Alistair Owen, HR Manager, Mountview, 120 Peckham Hill Street, London SE15 5JT.

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.