

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Executive Assistant</b>
<b>RESPONSIBLE TO:</b>	<b>Principal &amp; CEO</b>
<b>WORKS CLOSELY WITH:</b>	<b>Board of Trustees Subcommittees of the Board Executive Team</b>
<b>LIAISES WITH:</b>	<b>Other Academic and Administrative Staff</b>

### WELCOME TO MOUNTVIEW

From Sally Ann Gritton, Principal & CEO:

Mountview is a vibrant and dynamic organisation to be a part of. Dedicated to ensuring the future of the creative industries, we train actors, practitioners and technicians to the highest standards. The staff team are highly skilled, friendly and dedicated, and as a result Mountview is flourishing with creativity. We are an outward-looking organisation, with ambitions spanning local, national and international activity. Our home in Peckham is beautifully purpose-built and we thrive in it. However, Mountview is not a building, it is an ethos, and we have recently launched four regional sites for some of our training. Mountview is a happy and energetic workplace which celebrates kindness and difference, and succeeds through a shared pursuit of getting things done well.

Our core values, which guide and inform everything we do and believe, are:

- **CHALLENGE THE STATUS QUO**  
doing things differently and courageously; allowing curiosity to drive us; being motivated by new ideas and pushing boundaries; celebrating dynamic and playful exploration; influencing industry with progressive practice; inspiring everyone we reach.
- **CREATE BELONGING**  
welcoming all people from all backgrounds; implementing anti-oppressive practices; actively seeking to break down barriers to inclusion; creating access; embedding Equality, Equity, Diversity, and Inclusion approaches; celebrating difference.
- **SUSTAIN THE FUTURE**  
environmental mindset, maintenance, and renewal of existing resources; retaining rigour and integrity of our quality and standards; financial sustainability; resilience and wellbeing and supporting with nurture and kindness.
- **COMPASSIONATE COLLABORATION**  
elevating ideas by working together with respect, sharing our warmth, creativity, and resources; finding strength in partnerships and collaborating internally and externally; developing cultural competency; listening; utilising networks.
- **TRANSPARENT COMMUNICATION**

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being appropriately open with our information and processes; developing liberatory training practices; compassionate and clear communication; solutions focussed; ownership of responsibilities with clear accountability; observing data privacy.

I hope you will enjoy getting to know more about Mountview and wish you well in the application process should you choose to apply.

You are welcome here.

## **WE DO THINGS DIFFERENTLY**

Whether through our higher education programme, our participation work or Mountview Exams, our training aims to develop skills, grow confidence, celebrate creativity and reward individuality.

As one of the UK's leading drama schools, we develop actors and practitioners who will become the future of the creative industries. Through innovative practice, new approaches to working and close relationships with industry, we cultivate graduates who are independent, generous and actively connected to the issues of the day.

The arts can enrich and change lives. We are passionate about dismantling barriers to the arts and engaging with communities in Peckham and beyond. Every year we share our space, expertise and resources, opening up access to the dramatic arts for all ages and abilities, while simultaneously learning from and collaborating with the vibrant cultural ecology on our doorstep.

Mountview is synonymous with exceptional Musical Theatre training and we are widely considered to lead the field as global innovators. We are proud to have launched our own examination board, offering graded Musical Theatre qualifications. Our unrivalled expertise brings a fresh approach, sharing our values with people of all ages and at all stages in their development.

Today's students join a constellation of graduates making their mark on the profession. Actors Grace Hodgett Young (*Sunset Boulevard*), Ben Joyce (*Back to the Future*), Louisa Harland (*Derry Girls*), Artistic Director Rachel Bagshaw (*Unicorn Theatre*), Musical Director Sean Green (*Get Up, Stand Up!*), Olivier Award-winning actor Giles Terera (*Hamilton*) and actor Eddie Marsan are just a few of our notable alumni.

## **PURPOSE OF THE ROLE**

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

The post holder also acts as 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.

## **MAIN DUTIES AND RESPONSIBILITIES**

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.

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## Executive Support

- Provide personal assistance to the Principal & CEO, dealing with correspondence, preparing letters, documents and high-standard reports and presentations.
- Manage telephone calls, email queries and other electronic communications (e.g. via Teams), and ensure these are dealt with effectively and appropriately, responding to enquiries from staff, students, visitors and external contacts.
- Manage the diary of the Principal & CEO, 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.
- Set up and make all arrangements for regular staff meetings, and training and development days, compiling follow-up documents and issuing staff communications.
- Maintain and develop a central filing system, appropriate databases and mailing lists for the Executive Office, including involvement in sensitive and confidential HR matters and processes.
- Compile and reconcile monthly expenses for the Principal & CEO.
- Process invoices for items authorised by the Principal & CEO.
- Provide ad hoc project support to the Executive Team, undertaking research and compiling reports as required.
- Maintain an awareness of the line-management responsibilities of the Principal & CEO, arranging regular 1:1s, developing and maintaining an appraisal log and filing all related documentation.

## Committee Support

- Provide committee support services, specifically to the Board of Trustees and Executive Team and to some additional committees, task and project groups which the Directors or Chair of the Board may be required to attend.
- Work closely with the Principal & CEO and relevant Committee Chairs to agree agendas and prepare packs for meetings, circulating papers within agreed timeframes.
- Take minutes at Committee and Board meetings to agreed format. Agree final minutes with Chair of relevant Committee and circulate to wider Committee in a timely manner.
- 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.
- Support the Principal & CEO and the Chair of the Board during trustee recruitment rounds, advertising roles, arranging formal and informal interviews with candidates.
- Schedule and manage trustee strategy days, producing and circulating agendas and coordinating room set-up and refreshments.

## Event and Stakeholder Management

- Work with the Marketing, Development, Registry & Admissions 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
- Work with the Executive Team to deliver robust stakeholder management, liaise with the Marketing and Development teams to ensure the stakeholder management system remains up

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to date and accurate, and assist in the organisation and management of external stakeholder meetings, launches, receptions and other special events.

## **Other Duties**

- Maintain the Executive office printer and stationery and consumables supply.
- Any other duties as may be reasonably required.

## **PERSON SPECIFICATION**

### **Qualifications and Experience**

#### ***Essential***

- Previous experience as a PA, EA or office manager.
- Experience of managing senior volunteers (i.e. trustees) or similar.
- 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 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***

- Working 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.
- 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.

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## TERMS AND CONDITIONS

**Salary:** Circa £30K per annum, depending on experience.

**Contract:** Permanent.

**Hours:** 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid break each day.

Additional hours may be required, as agreed with the post holder and determined by the needs of the business.

Mountview currently operates a hybrid working policy, 60% in the office and 40% remotely, where roles and responsibilities allow. This is a non-contractual arrangement, and we reserve the right to request that you are in the office at any time during your working week.

**Holiday:** 28 days in the first year, including bank holidays, rising with length of service thereafter to a maximum of 38 days.

Mountview also has a paid operational closure over the Christmas holiday period which totals up to 7 additional days, excluding bank holidays.

All holiday entitlements are pro-rata for part-time staff.

**Location:** This post is based at Mountview's premises in Peckham, London SE15. We reserve the right to require the post holder to work at such other place of business in Greater London as the organisation may require, or work from their own home for online delivery when necessary.

## OTHER BENEFITS

- Complimentary staff tickets for public performances, subject to availability and policy.
- Pension scheme with NOW Pensions.
- Access to interest-free season ticket loan.
- Access to a salary sacrifice cycle to work scheme.
- Generous sick pay.
- Enhanced family leave.
- Training and development opportunities, including time off for development.
- 25% fee remission for undergraduate and postgraduate degrees at University of East Anglia, subject to qualifying criteria and certain exclusions.
- Access to Zurich Support Services providing free and confidential health & wellbeing support on emotional issues, financial services, family caring, daily living, legal information, life coaching and counselling support for you and your family.
- Confidential 24-hour counselling service available to you and your immediate family through DAS Counselling.
- Access to the TalkLife Workplace, a global community of like-minded people supporting each other day and night.
- Contribution to the cost of eye tests and glasses, subject to agreement and policy.
- Extras discounts saving up to 10% on the cost of physical and digital gift cards from big name

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retailers.

- Access to a bYond Card providing up to 15% cashback when you shop at over 80 household retailers.

## RECRUITMENT PROCESS

**Closing date:** Tuesday 20 May at 9am.

**Interviews:** First round interviews are scheduled to take place on Thursday 29 May.

**How to apply:** Please send your current CV, with a covering letter and a completed equal opportunities monitoring form, to [recruitment@mountview.org.uk](mailto:recruitment@mountview.org.uk).

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

**Equal Opportunities:** We know that diverse groups of people make better decisions. To help us take positive action to improve diversity, we ask candidates to complete an equal opportunities monitoring form. This will not be shared with the shortlisting or interviewing panel but will be used to improve accessibility in our recruitment processes.

Mountview is committed to diversity and is an equal opportunities employer. We would particularly like to encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.

## 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 2018, and must abide by any related policies and procedures.