# Job description

**Job Title:** Executive Assistant and Corporate Support Manager

**Location:** Observatory House, Slough

**Responsible To:** Director of Children’s Services & Chief Executive, Slough Children First

**Salary:** £39,262 - £44,460 per annum (including local weighting)

If you’re looking for a challenging yet rewarding role, one where you’ll be supported every step of the way, Slough Children First could be the place for you.

We want all of our children to be Happy, Safe & Loved, Thriving.

We are proudly one of the most ethnically diverse local authorities in England with 64% of the population coming from Global majority backgrounds in 2021. A further 12% of the population were from a white non-British background. We also have one of the youngest populations in the UK where nearly 28% of the population is aged under 18, compared to 21% nationally.

In the past year, we have made significant progress for our looked after children and have had a range strategies approved by cabinet, including: The Participation Strategy – a strategy written in partnership with key stakeholders to improve Slough’s approach to Participation and making sure that all voices can be heard; The Children’s Sufficiency (Placements) Strategy and The Early Help Strategy - a strategy with input from several of our stakeholders which sets out Slough’s vision for early help services.

We are one of the most accessible places to be, nestled on the corner of the M25, M4 and M40, and less than 20 minutes by train to Central London.

To apply for this role, please visit: [Vacancies | Slough Children First](https://sloughchildrenfirst.talosats-careers.com/vacancies?what=&where=&iso=gb&radius=30#vacancies-section-filters)

# Purpose

This role is for a highly experienced and professional Executive Assistant (EA) to collaborate closely with the Chief Executive (CEx) and Strategic Leadership Team (SLT) in a challenging, and fast-moving environment.

The overall responsibility will be to provide a high level of executive support to the CEx and run an efficient Corporate Support Team. This role will also work closely with the Company Secretary who supports the Board and Slough Borough Council’s support team to ensure the overall support works well to deliver the best outcomes for children, young people and families in Slough.

It is essential that the postholder can work at ease and with autonomy, using their own initiative, and exercise authority on behalf of the CEx in this role. They must be able to demonstrate the ability to always manage and prioritise a varied workload in an efficient and flexible manner and be one step ahead.

# Main Accountabilities

* Management of the CEx’s email and correspondence, taking appropriate action to incoming correspondence, briefing the CEx on key matters and actions
* Management of the CEx diary, prioritisation of appointments and ensuring CEx is appropriately briefed and supported by relevant information
* Ensuring understanding and awareness of the core business through reading relevant information and briefings to enable priority and urgency of tasks
* Line management of the corporate support team, ensuring prioritisation and allocation of workload, providing guidance, support, and identification of development needs
* Providing support to executive meetings; working closely with the CEx and Directors to set timely agendas, preparing, collating, and distributing meeting materials, detailed minute taking and ensuring actions are followed up within deadlines
* Assist the CEx and SLT with daily tasks such as draft/edit correspondence, setting agendas, co-ordinating/preparing briefings, preparing presentations/reports and attending meetings as appropriate
* Effectively deal with highly confidential and sensitive correspondence in a professional and timely manner
* Undertake projects on behalf of the CEx e.g., organisation, coordination, and oversee the administration of events such as staff events and peer visits and inspections
* Work closely with the Company Secretary to support the governance processes between the SLT, Company Board and Council. Provide cover to the Company Secretary in times of absence
* Work closely with the Council EA/Team Leader to ensure the CEx’s additional role of Director of Children’s Services (DCS) is supported sufficiently and to a high level

# Person specification

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| **Education, Training & Experience** | **Essential / Desirable** |
| Proven experience of success as an Executive Assistant  Experience and a demonstrable understanding of the key tasks required to provide direct support to Executive Director level  Experience of working in a busy and varied administrative role working across different teams and managing a variety of demanding tasks simultaneously  Experience of line management of staff  Experience of dealing with confidential and sensitive information  Experience of acting as a professional gatekeeper whilst maintaining good customer service  Relevant qualifications or demonstrable experience in delivering high quality administrative and office support    Educated to A Level/Level 3 NVQ or equivalent | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **D** |

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| **General & Specific Knowledge** | **Essential / Desirable** |
| Excellent organisational skills and ability to prioritise workload, to meet key deadlines with the resources available  Knowledge of a variety of software packages, such as Microsoft Word, Outlook, and PowerPoint  Ability to take and produce accurate and confidential minutes of Board and executive level meetings  Ability to work flexibly and cooperatively within a team, demonstrating a commitment to working in a busy working environment  Reliability and integrity, together with an enthusiastic and cheerful outlook, an ability to use initiative, apply diplomacy and demonstrate resilience  Excellent diligence with the ability to maintain a high level of accuracy  A professional demeanour, able to gain credibility with key partners, and other senior stakeholders  Effective communication skills to enable liaison with a range of service users, colleagues, and senior professionals  Excellent internal relationship management skills | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |

# Our Values

## Child-focused

Committed to outcomes for children and their families which ensure they are safe, secure and successful; putting the voice of the child at the heart of everything we do and delivering customer driven services, in collaboration with our colleagues and partners; working to improve lives and ensure effective safeguarding; offering the right support needed; working efficiently, so resources can be maximised for our children, young people and families; ensuring clear and appropriate communication.

## Honest and respectful

Being honest and respectful, as part of an inclusive culture where our communication is always professional; where everyone counts and knowledge of families and individuals, including cultural identity, along with their feedback and opinions are respected and recognised; a working environment where disrespectful and unprofessional behaviour is challenged; transparency and accountability in all decision-making.

## Improving constantly

Aspiring to achieve our vision through our everyday work, strong leadership and management; working to develop as an organisation and as individuals; a learning culture which reviews best practice, learns from mistakes and ensures customers have suitable opportunities to feed back and uses all available insight to measure progress and implement change; working flexibly to deliver the best value-for-money services.

## Looking ahead

Moving in the same direction with an ambition to provide excellent services, based on insight and smart working, while keeping the voice of the child at the heart of the organisation; benchmarking, horizon-scanning and anticipating challenges; working to identify opportunities to be cost-effective and future proof our organisation; identifying challenges and working towards solutions.

## Delivering together

Working as one organisation through solid teamwork to deliver the best services for children and young people; taking ownership and responsibility to ensure individuals, teams and the wider organisation delivers on aims; building strong relationships with all our customers to secure the best outcomes to make our children safe, secure and successful; connecting with other teams and partners to enhance services and improve efficiency.

# What our existing team love about Slough Children First

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“This is an exciting place to work. We continue to learn and grow and our accessible senior management team massively helps this process.”

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“It feels like ‘home’ - support, supervision, access to training and career progression are second to none.”

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“I continue to be excited about our improvement plans and working for an organisation where good outcomes for children are our focus.”

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“The innovative changes taking place in Slough are redefining and redesigning the services offered to children and young people.”

# Why we think you’ll love working for us

Slough Children First is an exciting place to be. We’re on a journey to improve services to vulnerable children and their families in Slough and we’re making great progress. We want to be the best and we’re looking for people with the skills, drive, energy and ambition to help us get there!

Here are some of the reasons our existing staff love working here:

* Market supplement of up to £5,600 for frontline social workers, depending on role
* Retention reward of £1,000 after 18 months for frontline social workers
* Relocation packages
* Manageable caseloads
* Clear career pathways
* Excellent training and development opportunities
* Access to the Blue Light card offering discounts at hundreds of high street and online stores
* New social work operating model
* Use of electric pool cars and bikes
* Staff recognition
* Flexible working
* Agile working supported by technology
* Friendly working environment and great colleagues
* Less than 20 minutes by train to Central London
* Terrific central location (close to M4, M40 and M25)

On top of all that, Slough is one of the most diverse places in the country outside of London and a great place to live or work. In fact it’s the best place to live or work according to a survey by Glassdoor. Pleasant environments, above average salaries and a lower cost of living, mean an increased quality of life for employees.

If you’re looking for a new challenge and want to be part of an exciting journey to turn children’s services around in Slough then come and join us.

# Safeguarding

Slough Children First works within the statutory guidance, Working Together to Safeguard Children 2018, and all our policies and procedures can be viewed at:

https://www.proceduresonline.com/berks/slough/index.html

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child’s welfare. We will ensure that our concerns are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child’s welfare.

The GDPR and Data Protection Act 2018 place greater significance on organisations being transparent and accountable in relation to their use of data. All organisations handling personal data need to have comprehensive and proportionate arrangements for collecting, storing, and sharing information.

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

We actively support the Government’s Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is Victor Mangwende, Head of Quality Assurance and Safeguarding.