

Post Title: Executive Support Assistant**Post Ref: 1324****Permanent****Salary: 26,000**

In February 2019 Croydon College merged with Coulsdon Sixth Form College into one new organisation. The merger brings together two good colleges (by OFSTED in 2018) which will allow the college to reinforce our collective ambition to deliver excellent education for the communities of Croydon and beyond.

The opportunity has arisen to recruit an Executive Support Assistant within the Executive Support Team. Your primary responsibilities will be to provide efficient and effective administrative support to two members of the Executive Team and other areas of the College as directed by the Executive Office Manager.

This role is an important role in providing an effective communication link and interface between college sites, and the wider communities. Effective communication in addition to tact and diplomacy is essential to this role.

The ideal candidate will possess significant experience of working to tight deadlines in addition to high levels of accuracy and efficiency and good working knowledge of Microsoft Office packages. The ability to take initiative and prioritise according to levels of urgency are also essential skills for this role.

You must also have a minimum of Level 2 in English and Maths, or the willingness to achieve this.

In return Croydon College offers generous leave, the opportunity to join the Local Government Pension Scheme and a commitment to your continuing personal development in an environment that encourages excellence, creativity and diversity.

Please see the Job Description for more information.

Closing date: 30 June 2019**Interviews: Likely to be week commencing 15 July 2019**

CV's not accepted.

This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

We encourage applications from all sectors of the community, to reflect our diverse student population.