



# St Edmund's College

University of Cambridge

<b>Job Title</b>	Executive Assistant to the Bursar & Senior Tutor
<b>Department</b>	Bursarial
<b>Location</b>	St Edmund's College (owned or occupied buildings)
<b>Reporting to</b>	Head of College Services
<b>Length of Appointment</b>	Permanent
<b>Nature of Post</b>	Full Time, 36.5 hours per week
<b>Salary Range</b>	£35,500

## Main Purpose

The Executive Assistant provides high-level executive support to the Bursar & Senior Tutor and supports the Head of College Services in ensuring the smooth and effective running of a busy executive office function. The role requires strong judgement, discretion and initiative, with responsibility for managing competing priorities, supporting complex decision-making processes, and enabling senior colleagues to work effectively.

The postholder acts as a key point of coordination across the College and with external stakeholders, building productive relationships at all levels. The role includes preparing high-quality draft correspondence, papers and briefing material, supporting meetings and follow-up actions and handling sensitive matters with diplomacy and care.

The role also includes working flexibly across the wider team, including occasional out-of-hours support and deputising for colleagues where required.

## Key Duties & Responsibilities

### Executive support and coordination

- Provide proactive executive support to Senior College Officers, acting as a first point of contact on their behalf and helping manage diaries, inboxes, priorities, scheduling and follow-up in a busy and fast-moving environment.
- Prioritise incoming correspondence and bring urgent, sensitive or important matters to the attention of the relevant College Officer.

### Drafting, correspondence and briefing

- Draft high-quality emails, letters, invitations, papers, agendas, briefing notes and other written material following discussion or direction, producing clear first drafts for review and development.
- Handle correspondence and enquiries professionally, using tact, discretion and sound judgement.
- Where appropriate, prepare or send replies on behalf of senior colleagues, ensuring communications are timely, accurate and professionally presented.

## **Meetings, minutes and action tracking**

- Support meetings through effective administration, preparation of papers and agendas, accurate note-taking, and clear synthesis of decisions and follow-up actions.
- Support internal and external committees as required.

## **Stakeholder liaison and relationship management**

- Successfully manage enquiries and requests from internal and external stakeholders, building effective relationships across teams and responding sensitively and diplomatically to a wide range of needs, including matters that may be confidential, complex.
- Support hospitality and event arrangements on behalf of Senior College Officers, including liaising with Catering and other teams to coordinate refreshments, lunches, dinners, meetings and wider College functions, and helping host events where required.

## **Team support, administration and wider contribution**

- Maintain accurate and compliant records and administrative systems and actively support process improvements.
- Handle confidential student, staff and governance information.
- Support expenses and invoice processing in liaison with the Finance team and make travel arrangements where needed.
- Work flexibly across the wider team, deputise for colleagues during periods of leave or high demand, and provide occasional out-of-hours support where required.

## **The following responsibilities apply to all College employees:**

- Work with colleagues to share best practice and ensure policies are adhered to.
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free.
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement.
- Adhere to Health and Safety policies and procedures.
- Complete ad hoc tasks as required.

## **Person Specification**

### **Experience**

- Experience of providing high-level administrative or executive support in a complex and fast-paced environment.
- Experience of managing competing priorities and supporting senior colleagues with discretion and sound judgement.
- Experience of drafting professional correspondence and documents to a high standard.
- Experience of supporting meetings, including preparing papers, capturing discussion and following up actions.
- Experience of working across teams and building effective relationships with a wide range of stakeholders.

### **Skills**

#### Required

- Excellent written and spoken communication skills, with the ability to draft clearly, accurately and appropriately for different audiences.
- Strong organisational skills, with the ability to manage multiple priorities and maintain a high level of accuracy and attention to detail.
- Ability to synthesise discussion and information into concise, practical and well-structured outputs.
- High level of discretion and the ability to handle confidential and sensitive matters with professionalism.
- Strong interpersonal skills, with a calm, tactful and politically sensitive approach.
- Ability to work with empathy and professionalism when dealing with people in sensitive or stressful situations.
- Confidence in using judgement, taking initiative and knowing when to escalate.
- High level of IT literacy, including Microsoft Office and confidence in using databases and digital systems.
- Ability to work collaboratively in a small team and contribute to wider service resilience.
- Flexibility to provide occasional out-of-hours support when required.

Desirable

- Experience of supporting senior leaders in a higher education, charity, or similarly complex institutional setting.
- Experience of preparing papers, briefings or reports for senior meetings.
- Knowledge of data protection and records management good practice.

**Budget Holder**

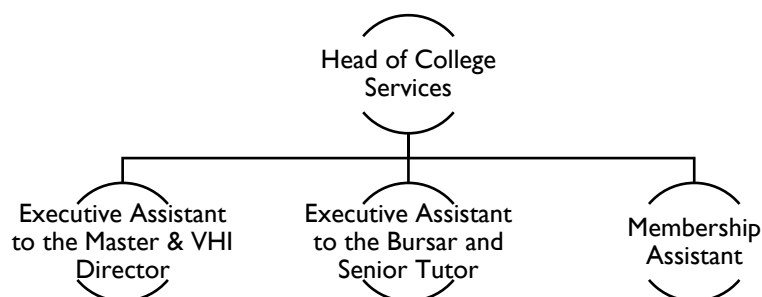
Budget Holder NO	Budget responsibility	Input into budget
	This is budget the individual has overall responsibility for.	This is where the individual may be required to use another's budget.

**Line management responsibilities**

The duties of your employment are such management, supervisory, administrative and other duties may be assigned to you. You are required to participate in any performance management arrangements.

Number of direct reports	Total number of reports
0	0

**Org Chart**



**Decisions**

Decisions which should be made by the individual	Decisions which the individual will need to escalate

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**Specific H&S responsibilities**

- Responsible staff DSE assessor
- First Aider
- Fire Marshall