



WILBERFORCE
sixth form college



JOB PACK

**Executive Office Manager & PA to
the Principal**





OUR COLLEGE

Wilberforce Sixth Form College is located on the East side of the City of Hull, and our students come from both Hull and the East Riding of Yorkshire. The College is recognised for its success in serving the needs of the local community, which is a fundamental commitment of the College's governing body.

Wilberforce is not a typical sixth form college. We have a wide-ranging and dynamic curriculum offer at Levels 2 and 3 that supports students' progression. Coupled with our staff's commitment to high quality teaching, support and student experience, students achieve and progress to some fantastic destinations.

The College has extended its work beyond the East of Hull in recent years. We are system leaders, having worked with educational and employment partners both nationally and regionally to improve the quality of education and student experience.

FOR OUR STUDENTS...

Wilberforce Sixth Form College inspires its students to develop a passion for knowledge and a love for learning. Our students receive a truly holistic education that extends beyond the classroom.

In addition to high-quality teaching, they have access to a broad upskilling enrichment programme, employability and workplace links, national and international trips and visits, and an excellence pathway programme.

OUR CAMPUS

We have made significant investment over the last few years, creating first-class facilities for staff, students and the local community.

Our campus is reflective of the wide-ranging curriculum that we offer; it boasts professional standard Engineering, Health & Caring, Hair & Beauty and IT facilities, as well as fully equipped classrooms and teaching spaces.

FOR OUR STAFF...

Wilberforce Sixth Form College is a great place to work. You will join a focussed and driven team, committed to delivering a broad and balanced education for all.

Collaboration is at the heart of our approach and together we work hard to change the life chances for our students.

We invest heavily in staff development and wellbeing support to ensure that staff are equipped to contribute to making Wilberforce College great.

Access a range of benefits including:

- *Membership of the Local Government Pension Scheme (LGPS)*
- *Employee Assistance Programme*
- *Cycle to Work scheme*
- *Optional Health Cash Plan*
- *Staff development opportunities*
- *Staff wellbeing events*
- *IT Products*

OUR VISION

The College's aim is to be an outstanding College, with an innovative curriculum that supports all students to achieve the best possible life chances.



The three core strategic priorities are:

➤ 1. OUTSTANDING EXPERIENCES

Students have access to a wide, rich set of experiences through the curriculum, tutorial, and upskilling programme.

High expectations of behaviours and attitudes ensure all students develop a strong work ethic, resilience, and determination.

Sustainable growth in student numbers that maintains a vibrant, interactive learning environment, in which students are highly challenged.

A College environment with first class facilities, welcoming, accessible and a place everyone enjoys being in.

➤ 2. OUTSTANDING PROGRESSION

A curriculum that is aligned to local and national priorities that enables all students to progress to their chosen destinations.

Students are equipped with the skills, knowledge and behaviours needed to progress in education and employment - including proficiency in English and Mathematics.

Students are educated and supported to make decisions that ensures their long-term health and well-being.

➤ 3. OUTSTANDING OUTCOMES

A fully ambitious, challenging curriculum that provides students with first rate qualifications.

Aspirational and stimulating teaching and learning that engages all students at all levels.

Stretch and challenge of all groups of students to ensure that all reach their potential, and there are no significant gaps.

A student support framework that proactively removes barriers to learning.

CORE VALUES



WE CONDUCT OURSELVES WITH INTEGRITY AND RESPECT FOR ALL.



WE MAKE STUDENTS' EXPERIENCE CENTRAL.



WE VALUE INDIVIDUALS AND PROMOTE SELF-ESTEEM.



WE WORK AS A TEAM.



WE ENCOURAGE INNOVATION, CREATIVITY AND ENJOYMENT.



WE AIM FOR EXCELLENCE IN EVERYTHING WE DO.

Wilberforce Sixth Form College has a culture of high aspiration and we are committed to providing an outstanding educational experience for all of our students. All aspects of College life are focused on providing students with every opportunity to become independent, motivated and successful individuals who will contribute on an international stage. Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

WHY WILBERFORCE?

By joining Wilberforce Sixth Form College, you will be working for a progressive learning organisation driven by core values and collective mission. You will be joining colleagues to work within a supportive, collaborative, and dynamic team which consistently strives to achieve the best outcomes for our students.

At Wilberforce we believe in providing opportunities for all - both staff and students. Our expectations are high for everyone and we recognise the fact that only through this teamwork can we all achieve our aspirational goals.

If you are looking for a College that will challenge you whilst supporting you, then our CPD package will ensure you develop your skills, whether it be supporting students, teaching in the classroom or as a leader influencing colleagues.

We feel listening to the views of both staff and students is key and therefore we regularly conduct staff surveys to establish individuals views on working at the College and use this as a catalyst for making improvements.

BENEFITS AND ADDITIONAL INFO

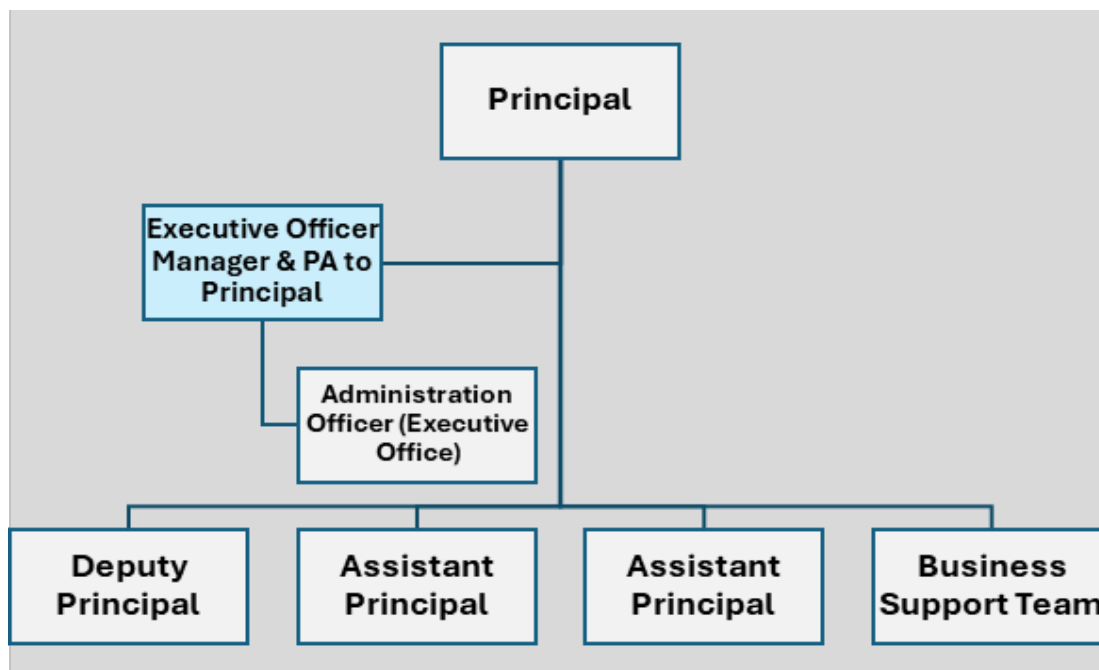
We recognise the hard work and dedication of our staff in their commitment to improving the life chances of young people in the community we serve. The employee benefits on offer at the College are reflective of a culture which recognises talent and rewards outstanding commitment to our aims and objectives.

We are proud to offer our staff members the following benefits:

- *Staff Induction: All employees joining the College are provided with a fully supported induction period*
- *Generous Pension Scheme: Employees can join the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme. Both schemes offer generous employer contribution rates*
- *Employee Assistance Programme: The College provides an independent free helpline which is available to all staff and their families which provides confidential advice on a wide range of issues including personal, relationships, medical, financial, legal etc. In addition, the College has in house counsellors who will meet staff face to face where requested*
- *Cycle To Work Scheme: Our salary sacrifice scheme enables employees to pay for a bicycle through payroll and save on tax in the process*
- *BHSF Health Care Cash Plan: Through a salary deduction cash plan, employees are able to access healthcare treatment and claim back money from their bills. The cash plan includes 24/7 GP and counselling telephone services and cover for up to four children (under the age of 18) on the policy*
- *Gym Memberships: The College has an open access gym that staff can use before and after the College day. Employees at the College can also access discounted membership at the local Hull City Council gyms*
- *Parking: Access to free on-site car parking*
- *IT Products: Employees can access the full suite of Microsoft software free of charge to use on personal devices*
- *Equality, Diversity & Inclusion: The College is inclusive and embraces diversity*
- *Staff Development: We have a strong commitment to providing training and development in and beyond your current role. We invest substantial time and money in our staff development provisions*
- *Family Friendly Policies: The College adopts occupational Maternity, Paternity and Adoption pay policies from the Sixth Form College's Association*

Executive Office Manager & PA to the Principal

The post will involve being responsive to the needs of the Principal and Senior Leadership Team, as well as contributing to the planning and organisation of college-wide events and to the production of internal and external communications. The list of duties provided is not exhaustive and the post holder will need to be flexible and adaptable in order to support the achievement of our college-wide goals.



The successful candidate will be a professional and highly-organised PA, with a meticulous eye for detail. They will have strong IT and administrative skills, excellent communication skills and will understand the need for discretion and confidentiality.

They will be proactive, adaptable and confident in liaising with internal and external stakeholders, advising on communications strategies, and supporting bids and initiatives that enhance the student experience.

This is a varied and influential role offering the opportunity to work at the heart of the College and make a meaningful contribution to its future success.



JOB DESCRIPTION

Job title: *Executive Office Manager & PA to the Principal*

Responsible to: *Principal*

Purpose of the post: *To provide a high level of support and assistance to the Principal and senior leadership team in delivering the College's strategic objectives.*

Main Tasks:

- *To provide high-level, confidential administrative and organisational support to the Principal*
- *Line management and coordination of the Executive Office to ensure the smooth operation of the College leadership functions*
- *Lead and manage the Executive Support Team to support the achievement of the college's priorities and strategic objectives*
- *Manage diaries, schedule appointments and organise meetings on behalf of the Executive Team*
- *Prepare and coordinate documentation, reports, presentations and correspondence*
- *Develop and implement the college's internal communications plan, ensuring all key stakeholders receive up-to-date information and key messages*
- *Work with the Senior Leadership Team on key decisions regarding communications campaigns and strategies*
- *Contribute to and support with the preparation and writing of bids and seek other opportunities internally and externally relating to improving student experience*
- *Quality assure the work of administrative staff across the broader college in relation to communication tasks*
- *Take the lead on the drafting, proof reading and distribution of key college communication documentation in line with College brand guidelines*
- *Support the management and organisation of key Cross-College events and activities (e.g. training days) as directed by the Principal*
- *Coordinate projects and activities as directed by the Principal*
- *Maintain accurate files for accessibility of the senior team including the secure handling of confidential information*

- *Contribute to and provide administrative support for meetings including preparing agendas and taking notes*
- *Undertake follow-up actions from meetings, such as communicating decisions, preparing action plans and monitoring activities/actions*
- *Liaise with internal and external stakeholders in a way that promotes the College in a professional manner*
- *Undertake research and compile relevant information for the Executive Team*
- *Continue to undertake staff development as appropriate*
- *Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility*

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		
<i>Educated to Level 3 (A Level or equivalent)</i>	X	
<i>NVQ Level 3 in Business Administration</i>		X
EXPERIENCE AND KNOWLEDGE		
<i>Experience of executive support functions, including diary management, meeting coordination, and preparation of high-level documentation</i>	X	
<i>Excellent written and communication skills, including drafting, proofreading, and producing reports, presentations, and formal correspondence</i>	X	
<i>Excellent IT skills (including the use of MS Office and bespoke packages)</i>	X	
<i>Experience of coordinating meetings, events and schedules</i>	X	
<i>Experience of leading and managing administrative teams to achieve organisational priorities</i>	X	
<i>Experience of working with highly confidential information and knowledge of GDPR</i>	X	
<i>Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations</i>	X	
<i>Ability to conduct research, identify external opportunities and support bid submissions or award nominations</i>	X	
<i>Experience of working in the education sector</i>		X
SKILLS AND ABILITIES		
<i>Ability to build relationships with internal and external stakeholders</i>	X	
<i>Excellent interpersonal and communication skills and a calm manner</i>	X	
<i>Ability to master new processes and procedures quickly</i>	X	
<i>Flexible approach to working with the ability to cover occasional evenings</i>	X	
<i>Ability to work to deadlines with a high level of accuracy</i>	X	
<i>Proactive, self-motivated and able to work independently with minimal supervision</i>	X	
<i>Excellent verbal and written communication skills</i>	X	
<i>Ability to maintain confidentiality</i>	X	
<i>Interest and enthusiasm for working in a 16-19 educational setting</i>	X	

HOW TO APPLY

Thank you for enquiring about the post of Executive Officer Manager & PA to the Principal at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

- 1. Complete an application form*
- 2. Include a statement in support of application in the space provided on the application form. This should outline why you feel you are suitable for this role. Please limit your statement to two sides of A4.*
- 3. Complete the Safeguarding and Equal Opportunities forms.*

Completed applications can be sent by:

- Post (or deliver) to:
HR Office
Wilberforce Sixth Form College
Saltshouse Road
Hull
HU8 9HD*
- Email to: personnel@wilberforce.ac.uk*

You may send in a CV to support your application but you must still complete the application form in full.

The closing date for applications is at 9.00 am on Monday 1 June 2026.

If you have any questions or queries, please contact the HR Office on 01482 711688 or personnel@wilberforce.ac.uk.

PLEASE NOTE:

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful. We are unable to give feedback to those applicants who have not been shortlisted.



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Email: enquiries@wilberforce.ac.uk | Tel: **01482 711688**

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