**Job Description:**

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| --- | --- |
| Post: | Personal Assistant to allocated Executive Team members and College Leadership Team |
| Salary Grade: | £25,812.25 FTE |
| Responsible to: | Executive Assistant to the Principal |
| Responsible for: | Not applicable |

**Key Purpose:**

|  |  |
| --- | --- |
| 1 | To provide a full confidential PA service to allocated ET and CLT members |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| A | To draft letters, emails, reports, papers and presentations for the allocated ET or CLT members |
| B | To prepare agendas and produce minutes for Department and cross-College meetings and any other meetings required by the ET or CLT members |
| C | To manage an effective bring-forward system to ensure ET members receive adequate support in preparation for meetings – and to co-ordinate manager-attributed actions to ensure follow-up |
| D | To take a proactive approach to the management of calendars and diaries for the allocated ET and CLT members |
| E | To effectively manage and respond to enquiries from Governors, staff, students, parents and other persons, either in person or on the telephone |
| F | To liaise with external contacts and partners such as Government agencies, employers, schools, suppliers and other agencies as required in the role |
| G | To organise events as appropriate and make bookings for accommodation, travel arrangements and distribution of papers |
| H | To manage confidential correspondence for allocated ET and CLT members and sort and process mail as required – reviewing, evaluating and prioritising items for attention and acknowledging follow up as required |
| I | To prepare and process high quality documents, reports and presentation materials using appropriate software packages |
| J | To meet and greet visitors, providing a welcoming environment |
| K | To work closely with the Clerk to the Corporation, to ensure allocated ET members comply with Corporation requirements |
| L | To participate actively and flexibly in a range of college-wide activities such as enrolment, marketing events and staff and student activities |
| M | To manage an effective electronic and paper-based filing and retrieval system to enable accurate and up to date information to be accessed quickly and easily |

**Cross College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| 1 | Achieve individual and team targets agreed within the strategic planning and performance development and review process |
| 2 | Contribute to administering tight budgetary control, operating within the College’s approved financial regulations and procedures |
| 3 | Champion the College’s equal opportunities and health and safety requirements |
| 4 | Fully support and adhere to the College’s approved strategies, policies and procedures |
| 5 | Take responsibility for one’s own professional development |
| 6 | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Qualifications and Training** | **Essential** | **Desirable** | **How assessed** |
| i) | A general level of education to A Level/Vocational Level 3 standard |  | Y | AF |
| ii) | Relevant secretarial or administration qualification at NVQ Level 3 or above |  | Y | AF |
|  | **Knowledge, experience and understanding (current)** |  |  |  |
| iii) | Substantial successful secretarial and administrative experience at a senior level | Y |  | AFI |
| iv) | Experience of diary management | Y |  | AFI |
| v) | Experience of establishing and maintaining appropriate information systems | Y |  | AF |
| vi) | Experience of supporting committees, eg production of agendas, minutes, etc | Y |  | AFI |
| vii) | Ability to manage projects |  | Y | AFI |
| viii) | Background knowledge of the workings of the departments supported |  | Y | AFI |
|  | **Skills and Attributes** |  |  |  |
| ix) | Excellent note-taking skills and the ability to take minutes of complex level discussions and transcribe them with a high level of accuracy | Y |  | I |
| x) | Clear and effective written communication skills | Y |  | AFI |
| xi) | Clear and effective oral communication skills | Y |  | I |
| xii) | Advanced and accurate typing skills | Y |  | I |
| xiii) | Excellent attention to detail | Y |  | AFI |
| xiv) | Substantial organisational and time-management skills | Y |  | AFI |
| xv) | High level IT skills using Microsoft Office software packages including Word, Excel and PowerPoint | Y |  | AFI |
| xvi) | Skills in researching information | Y |  | AF |
| xvii) | Excellent interpersonal skills with the ability to deal pleasantly and effectively with a wide range of people at all levels of seniority | Y |  | I |
| xviii) | High level of personal integrity, discretion and judgement, with a proven experience of handling sensitive information with tact and diplomacy and with complete respect for confidentiality | Y |  | I |
| ixx) | Ability and willingness to work flexibly to meet changing needs and priorities, including attendance at evening meetings | Y |  | I |
| xx) | Ability to work successfully in a team | Y |  | I |
| xxi) | Customer focused professional approach applied to both internal and external customers | Y |  | I |
| xxii) | Resilience, stamina and reliability under pressure | Y |  | I |

9 August 2021

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Job Holder)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Line Manager)