



Personal Assistant (PA) to the Vice Principal Innovation, Curriculum & Quality

Job Description

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|---|--|
| Area | : Principalship |
| Salary | : £22,648 - £25,412 (<i>per annum</i>) |
| Hours of Work (<i>Full-time</i>) | : 37 |
| Line Manager | : Vice Principal – Innovation, Curriculum & Quality |

Main Purpose of Job:

To provide a comprehensive and pro-active service to the Vice Principal Innovation, Curriculum and Quality and to contribute to a culture of continuous improvement in order to ensure that the service provided:

- is of the highest possible quality;
- meets the needs of all staff, learners, employers and other stakeholders;
- reflects the vision, mission and values of the College and
- promotes a culture of excellence and equality.

Key Responsibilities:

The PA will be directly responsible to the Vice Principal, Innovation, Curriculum and Quality and provide a proactive administration and support service for the Vice Principal and Assistant Principal team.

Act as a first point of contact for the Vice Principal for both internal staff and external stakeholders.

To have oversight of all daily campus activities, liaising with internal staff, departments and external stakeholders to ensure the Vice Principal is fully informed of any incidents or exceptional activities.

To liaise with external stakeholders, College staff and learners as appropriate.

Key Duties:

- (1) Provide full administrative support including diary management, organising meetings and appointments, taking minutes and keeping an accurate record of actions and progress made towards them. Organising events and conferences, as and when required.
- (2) Administer and attend key internal and external meetings, co-ordinating agendas and taking minutes; examples include; Curriculum Group, etc.
- (3) Support and prompt the Vice Principal to ensure important tasks and deadlines are on track and met.
- (4) Compose confidential minutes, reports and on occasion presentations for the Vice Principal.

- (5) Contribute to the effective and efficient operation of the Executive Leadership Team by compiling, collating, printing, circulating and publishing and mailing documents within required timescales.
- (6) Provide administrative support for the Governing Body and the Clerk to the Corporation, as required.
- (7) Receive and assist visitors for the Vice Principal and/or ELT.
- (8) Respond effectively to internal and external email communications and telephone enquiries.
- (9) Participate in College enrolment days, open days, invigilation and other similar events, as required.
- (10) Support other departments with core processes such as the MIS team during enrolment.
- (11) Deputise for the Clerk to the Board of Governors for minute taking duties when required.
- (12) Coordinate information for the College planner(s) and calendar(s) and make changes and amendments available to all CLT managers and staff as and when needed.
- (13) Coordinating timely responses to complaints and concerns in line with the College's Complaints Policy.
- (14) Implement and maintain College procedures and administrative systems.
- (15) General housekeeping and supervision of the staff balcony area, meeting rooms and the kitchen area.

Generic Duties and Responsibilities:

- (16) Promote a culture of innovation, excellence and equality.
- (17) Reflect the vision, mission and values of the College.
- (18) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (19) Actively contribute to the risk management of the College.
- (20) Positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (21) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (22) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (23) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other college campuses.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Personal Assistant (PA) to the Vice Principal Innovation, Curriculum & Quality Person Specification

| Assessment Method | | | | | |
|-------------------|-------|----------------------------|----------------------|----------------------------|------------|
| Application Form | *Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References |

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

| Education and Qualifications | | | | | | |
|---|---|---|---|--|---|---|
| <u>Essential</u> | | | | | | |
| GCSE Grade C (4/5) in English and Maths (<i>or equivalent</i>) | ✓ | | | | ✓ | |
| Educated to A level / Level 3 standard | ✓ | | | | ✓ | |
| <u>Desirable</u> | | | | | | |
| Degree or equivalent | ✓ | | | | | |
| Business / Administration qualification | ✓ | | | | | |
| Skills and Experience | | | | | | |
| <u>Essential</u> | | | | | | |
| Proven ability of successfully achieving tasks to a high standard | ✓ | ✓ | ✓ | | | ✓ |
| Good working knowledge of Microsoft Office, Word, Excel, Teams and Outlook (or willingness to learn) | ✓ | ✓ | ✓ | | | ✓ |
| Ability to deliver objectives to deadlines | ✓ | ✓ | ✓ | | | |
| Ability to work well with others and contribute to team outcomes | ✓ | | ✓ | | | |
| Excellent written and verbal communication skills | ✓ | ✓ | ✓ | | | |
| <u>Desirable</u> | | | | | | |
| Experience of working within the FE Sector | ✓ | | ✓ | | | ✓ |
| Experience of working with complex databases i.e. ProSolution | ✓ | | ✓ | | | |
| Personal Attributes | | | | | | |
| <u>Essential</u> | | | | | | |
| Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to College) and to translate ideas into actions | | | ✓ | | | |
| Emotional intelligence, self-awareness and confidence | | | ✓ | | | ✓ |
| Accuracy and attention to detail | | ✓ | ✓ | | | |
| Excellent organisational skills, ability to prioritise and work effectively under pressure | | ✓ | ✓ | | | ✓ |
| Flexible approach to working | | | ✓ | | | |

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| Personal Attributes Continued | | | | | | |
|---|--|---|---|--|--|---|
| Demonstrate knowledge of and commitment to equality of opportunity and treatment for all members of the College community | | | ✓ | | | |
| A positive attitude to completing all tasks within deadlines | | ✓ | ✓ | | | ✓ |
| Able to maintain confidentiality at all times | | | ✓ | | | ✓ |
| Ability to represent the College in a professional manner | | | ✓ | | | |
| Other requirements for employment | | | | | | |
| Enhanced DBS | | | | | | |

Update: September 2022