

<b>JOB TITLE:</b>	PA to the Principal and Deputy Central Administration Manager
<b>LINE MANAGER:</b>	Central Administration Manager
<b>JOB PURPOSE:</b>	To provide professional, responsive and flexible PA support to the Principal and to support the provision of efficient and effective Central Administration and reception functions.

### **KEY RESPONSIBILITIES AND DUTIES**

- To oversee the provision of efficient and effective administrative support to the Principal as required, overseeing and supporting their diary management, organization and communication arrangements
- To support the Principal and ELT in ensuring advance discussion and planning for key calendar/event arrangements are maintained, communicating and scheduling agendas and drafting agendas in a timely way throughout the year.
- To oversee the arrangements for the servicing of ELT meetings, including the preparation of agendas, circulation of relevant papers, minute taking and production, as well as supporting ELT in the tracking, follow up and completion of actions arising.
- To provide administrative support and personal assistance for the Principal at internal or external meetings as required, including meetings that may begin or extend beyond the normal College day.
- To work closely with and support the Central Administration Manager in the development and operation of appropriate communication systems and processes, as necessary for effective management of demands from external and internal stakeholders, including supporting ELT members in the management of public relations and timely responses to stakeholders
- To contribute, as part of a team of ELT portfolio assistants, to high quality personal assistance and administration support, to the Principal and other ELT members, including receiving/screening, channeling of visitors, telephone calls, mail and emails as required, dealing with requests/contact from internal or external stakeholders, note taking in meetings or hearings as required by the Principal or through relevant policies
- To liaise with managers and staff across the College as necessary, on behalf of the Principal or ELT members, to ensure agreed key actions and priorities of the Principal and ELT are well communicated and needs/actions associated with these are met timely and efficient ways

- Be responsible, along with the Central Administration Manager, for the collation and circulation of information to support communication from the Principal and ELT members to the wider staff body and other relevant stakeholders.
- To communicate as directed by the Principal or Central Administration Manager, supporting them in their roles and in planning/delivering events, meetings and activities, including to facilitate consistent recognition of achievements and celebrating success.
- To oversee administration of all strategic and functional aspects associated with the Principal and wider ELT planning and meetings, including administration for JCNC, whole staff, ELT and Tier 3, meetings as necessary or required by the Principal
- To support planning for visitors including hospitality and liaison with other functions to provide access to facilities or services, such as rooms, equipment, WiFi, technology as appropriate.
- To provide administrative support to the Corporation and the Clerk as may be required from time to time at the direction of the Principal, including to support and facilitate arrangements for meetings and events involving Governors and supporting the administration/communication needs associated with Governorhub, Staffnet and the College's website.
- To oversee and manage relevant budgets as agreed relating to the work of the Principal and wider ELT team, including for catering and hospitality

Working with the Central Administration Manager, to coordinate and organise occasional or emergency cover typically within the resources of the team, including at key or peak times for related functions within the Central Administration Team, such as for supporting reception, print services, or cover administration and curriculum/student administration needs.

- To lead and ensure the production, timely updating and communication of schedules for leadership cover, trips/visit oversight, duties and/or other rotas, including to ensure cover relating to linked ELT member annual leave, their off-site or meeting times.
- To assist with the selection, recruitment and induction of staff in relation to Central Administration functions as required.
- To ensure the high quality and efficient operation of reception services, including creating a welcoming professional impression and providing appropriate information and responses to all those who contact and engage with the college, whether in person, by phone, or other ways.
- To support the Central Administration Manager to oversee and coordinated the work of the ELT Portfolio Assistants and contribute to planning for the distribution of responsibilities for supporting the administration of key events.
- To share with and support the Central Administration Manager in providing effective line management within the functional area, as agreed or varied from time to time.
- Responsibility for supporting, coaching and developing agreed staff within the function, as well as supporting performance management and reviews, as agreed or varied from time to time.
- To deputise for the Central Administration Manager as necessary in their absence

**GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College’s policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College’s Single Equality Scheme including valuing diversity and promoting equality
- To implement the College’s Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

**Notes**

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks outlined can be expected to change over time.
2. The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents / carers or other stakeholders.
3. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the post holder’s contract of employment)

*I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment.*

<b>Print Name:</b>		<b>Signed:</b>		<b>Date:</b>	
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<b>Attribute</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Education &amp; Qualifications</b>		
A good standard of general education including English and Maths at GCSE Grade 4 or above	Essential	App Form/Certs
Relevant IT qualifications (for example RSA Stage 11/Word Processing/ECDL or CLAIT)	Essential	App Form/Certs
A Levels or equivalent	Desirable	App Form/Certs
A specific administration and/or secretarial training/qualification	Desirable	App Form/Certs
<b>Experience, Knowledge &amp; Abilities</b>		
Significant experience of working in an administrative capacity	Essential	App Form/Int
Experience of customer service and liaising with a variety of people and organisations	Essential	App Form/Int
Experience of providing administrative and/or PA support to senior staff in an education environment	Desirable	App Form/Int
Experience of supervision and/or line management of staff	Essential	App Form/Int
Experience and commitment to dealing with confidential and sensitive information and situations	Essential	App Form/Int
Ability to work with accuracy and attention to detail	Essential	App Form/Test
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to delegate appropriately and effectively	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Test
High level of IT skills	Essential	App Form/Int/ Test
Flexibility and the ability to adapt to changing situations	Essential	App Form/Int
Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement	Essential	Int/Test
Excellent written and oral communication skills	Essential	App Form/Test
Experience in providing event/project management support to senior staff	Desirable	Int
<b>Interpersonal Skills &amp; Qualities</b>		
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int
Flexibility and resilience	Essential	Int