

Our mission is: 'Inclusion, realising potential, transforming lives'

JOB DESCRIPTION

Job Title: PA to Principalship

Responsible to: PA to the Principal and CEO

Accountable to: Executive Leadership Team

Job purpose

To provide a proactive, professional and highly confidential PA and administrative service to members of the Executive Leadership Team (ELT), assisting them by enabling them to operate efficiently and effectively in delivering strategic priorities.

Key responsibilities

- Manage complex and demanding electronic diaries.
- Maintain a forward-looking approach to diary and workload management, anticipate needs and preparing in advance. Ensure that ELT are fully informed, prepared for meetings and on schedule.
- Support other senior leaders with diary management when appropriate.
- Organise all aspects of meetings which could be online or in person. Ensure Teams links are embedded and room, catering arrangements are made if applicable. Prepare and distribute agendas and supporting papers.
- Undertake minute taking duties and distribute minutes and actions as required.
- Act as progress chaser as required to ensure that any deadlines or commitments are achieved.

- Prepare and produce documents, reports and presentations using the full suite of Microsoft packages.
- Develop and manage comprehensive college-wide rotas to ensure effective cover across college.
- Initiate and receive telephone calls, record the details and communicate the same.
- Manage correspondence, produce letters for signature, and prepare responses; make an initial response where appropriate.
- Exercise sound judgement and initiative in managing communications, prioritising issues and making informed decisions on behalf of ELT members in their absence relating to telephone calls, e-mails, messages and visitors.
- Manage data (both electronic and hard copy) and maintain filing systems for storing correspondence, reports and other documentation.
- Raise orders through IPOS as requested and goods receive timely.
- Liaise with the principalship administration team and handover essential information to aid them in providing adequate support for ELT during periods of absence to meet forthcoming priorities.
- Create and maintain effective working relationships at all levels within the organisation and with external organisations. Liaise with senior managers, Governors, college managers and other key external contacts.
- Be the first point of contact for ELT and act as an ambassador of the college on their behalf.
- Meet and greet visitors at all levels of seniority.
- Coordinate and support the planning of events and stakeholder visits.
- Observe at all times strict rules of confidentiality appropriate to the post.
- Undertake delegated functions within area of responsibility i.e., personnel, H&S, welfare and discipline.
- Support the development, implementation of digital tools and systems to streamline administrative processes and improve efficiency.
- Assist with the implementation and monitoring of quality standards and operational targets, as required, for college performance monitoring systems and KPIs.



- Ability to work confidently with data and financial information, ensuring accuracy and supporting effective reporting
- Manage and monitor the audit tracker, proactively chasing progress on actions to ensure deadlines and compliance requirements are met
- Support LCRC activity by securely uploading documentation to Egress and tracking, monitoring and progressing all resulting actions to ensure compliance
- Any other duties commensurate with the post.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Personal Performance Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible



and proactive approach to work.

- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.



Our College values are:

We put our students and customers first - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

We pursue excellence in all we do - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- 5 x GCSE or equivalent at grade C or above

Desirable:

- Level 2 NVQ Business Administration (or equivalent)

Experience and knowledge

- A proven track record of supporting managers
- Experience of working in a pressurised office environment
- Strong, accurate and efficient minute taking skills
- Agenda/minute preparation and follow up actions
- Highly methodical and extremely well organised
- Strong communication and interpersonal skills both written and verbal
- A working knowledge of Quality standards and office procedures
- High accuracy and attention to detail
- Experience of managing several budgets at any one time
- Familiarity of working with confidential or sensitive information.
- The ability to use your own initiative, tact and discretion in dealing with confidential information
- Work in conjunction to with cross college teams to achieve mutual goals and the College Strategic Priorities.

Skills and abilities

- Preparation of documents
- Experience of a wide range of software packages including the full Microsoft suite
- Highly skilled in multiple electronic diary management
- The ability to multi task with conflicting priorities
- Clear communication skills and the ability to take instruction
- Working to strict deadlines and managing a high workload
- The ability to anticipate problems and put measures in place before they arise



- Meeting and greeting visitors
- Highly motivated and open to change
- Being the first point of contact for a Senior post holder

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