



Title: Personal Assistant - Maternity Cover

Responsible to: Assistant Principal - Curriculum, VP Finance and Director of People and Estates

Reporting to: Assistant Principal - Curriculum

Grade: 4

Contract Status: 1 year fixed term

Hours of work: 37 hours per week

Date: May 2017

Role Summary:

To provide a confidential secretarial and administrative support service to the Assistant Principal - Curriculum, Director of Human Resources and Payroll and Vice Principal - Finance and Resources.

Main duties

- To organise their diaries, arranging appointments and meetings and taking action as appropriate and ensuring that all papers are collated. Arrange travel and logistics.
- To deal with incoming mail, including email and collate the information necessary for the drafting of a reply.
- To prepare draft and final quality documentation using Microsoft Office, in particular Power Point, Word and Excel.
- To receive telephone calls; responding directly to routine enquiries and taking clearly recorded messages on a daily basis with follow up action as required.
- To support all stages of the College's student performance and improvement process by ensuring compliance with time frames and communication with College staff.
- To produce an annual report for the Senior Leadership Team and Board members on student performance and improvement process, identifying any trends or key themes.
- Convene meetings, produce agendas, reserve rooms, organise hospitality, organise travel arrangements and take minutes of such meetings, transcribe and circulate information to members concerned.



- To maintain an effective “reminder” system so that all matters requiring attention are brought forward with relevant information
- Receive visitors to the Senior Leadership Team and carry out any administrative work in connection with such visits.
- To provide administrative support including taking minutes as requested for meetings convened by the Senior Leadership Team.
- To maintain the filing system to include some confidential files and the operation of a filing index system.
- To provide administrative and other support to the College’s Marketing department and any other department at times when workload levels are reduced
- Logging and management of staff development via MyHR. This includes travel, accommodation, spreadsheet to support cost. Logistics for conference days.
- Support set up of events and functions i.e. awards and graduation.

General

- To provide support as a member of the Executive Office.
- To present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Individual Professional Review process.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.
- To positively promote equality of opportunity for staff and students
- To carry out other duties as may reasonably be required from time to time including workload cover for the Executive PA e.g. annual leave and other absences



NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at May 2017. It will be updated in consultation with the post holder as circumstances change.

PERSON SPECIFICATION: Personal Assistant (Maternity Cover)

| Criteria | Essential | Desirable | How Assessed |
|---|-----------|-----------|-----------------------------|
| Qualifications | | | |
| Level 2 Maths | X | | Application and Certificate |
| Level 2 English | X | | Application and Certificate |
| A full Level 3 qualification in IT, Customer Service, Business Administration or otherwise relevant subject | X | | Application and Certificate |
| Experience | | | |
| Experience of using Office suite and administration | X | | Application and Interview |
| Experience of managing a busy office, diaries, minutes and record keeping | X | | Application and Interview |
| Knowledge of Data Protection & Safeguarding issues | | X | Application and Interview |
| Experience of managing spreadsheets, budgets and databases | X | | Application and Interview |
| Experience of working with data in an educational environment | | X | Application and Interview |
| Skills and Competencies | | | |
| Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively | X | | Application /Interview |
| Ability to work independently and as a team player | X | | Interview |
| Able to demonstrate data accuracy and timeliness | X | | Assessment |
| Good organisational skills | X | | Application and Interview |
| Ability to comprehend and effectively summarise complex information | X | | Interview / Assessment |
| Attributes/attitudes | | | |
| Self-motivated and committed to high quality | ✓ | | Interview |
| Outstanding customer service focus | ✓ | | Interview |
| Flexibility and responsiveness to change | ✓ | | Interview |