

|  |
| --- |
| **Personal Assistant to Principal/CEO** |

|  |  |
| --- | --- |
| **Reporting To:** | Principal/CEO |
| **Working Hours:** | Full time |
| **Salary:** | £23,872 - £26,952 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The postholder will be responsible for providing comprehensive support of the highest quality to the College’s Principal/CEO. This will involve the proactive management of the work undertaken by the Principal, including dealing with complex diary management, liaising with key stakeholders, preparing presentations and reports and minuting meetings. The postholder will also be required to lead the central administrative support functions elsewhere in the College.

**Duties and Responsibilities of the Job**

|  |
| --- |
| 1. Provide a professional, pro-active support service at all times |
| 1. Ensure the Principal/CEO is properly equipped and briefed for meetings |
| 1. Maintain effective diary organisation and arrange appointments and travel where necessary |
| 1. Produce a range of different reports and presentations |
| 1. Provide support in the management of and response to emails |
| 1. Produce documentation such as agendas and minutes for meetings |
| 1. Maintain central files and files as appropriate |
| 1. Receive visitors and handle all telephone enquiries for the Principal /CEO |
| 1. Maintain appropriate ‘bring forward’ and progress chase systems |
| 1. Undertake specific projects/events as directed by the Principal/CEO |
| 1. Build and maintain professional relationships across College and with external partners and stakeholders |

**College Wide Administration**

|  |
| --- |
| 1. Ensure that administrative systems meet the needs of the College and seek improvements as appropriate. |
| 1. Line manage central administration staff within the College |
| 1. Prioritise and delegate tasks as appropriate |
| 1. Monitor the quality of the administrative support being provided within the College, ensuring that all agreed systems and procedures are followed |
| 1. Effectively communicate between the Area’s various offices |
| 1. Ensure that administrative systems within the College meet the needs of the teaching staff, Management Information System and College Quality systems and other support functions |

**Additional Tasks**

|  |
| --- |
| 1. Lead on arrangements for college wide events such as the Awards Day |
| 1. Attend College meetings and events as required |
| 1. Participate in staff development activities to support continuous professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College Performance Management processes, including appraisals to support personal and professional development and enhance learner experience |
| 1. Contribute to and support delivery of the College strategic and operational plans |
| 1. Ensure equality of opportunity and promote diversity in all aspects of College life with reference to Ofsted Vulnerable Learner groups and Protected Characteristics |
| 1. Ensure all safeguarding policies and procedures are followed |
| 1. Supervise learners conduct and comply with Health and Safety procedures ensuring the welfare of all of the learners under your care at all times |
| 1. To undertake other duties commensurate with the level of post under the supervision of the Principal/CEO |
| 1. Any other duties connected with the post as are reasonably required from time to time |

**Qualifications / Skills / Knowledge / Qualities**

The success of Plumpton College rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares of values of student-centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College and working collaboratively.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Candidates should clearly identify in their application the specific subject areas in which they feel they have expertise / experience from the above and in any additional subjects.

|  |
| --- |
| **Essential criteria for the post** |
| 1. Be able to demonstrate extensive, high quality administrative/secretarial work, ideally within an educational setting |
| 1. Have experience of organising meetings and events, including preparing and producing papers for a manager to support his/her professional work |
| 1. Evidence a wide range of IT skills, including use of Microsoft Office packages and databases |
| 1. Be able to demonstrate a pro-active approach to problem solving |
| 1. Be able to demonstrate an ability to work independently |
| 1. Have experience of forming good working relationships with customers and staff |
| 1. Have experience of minute-taking |
| 1. Can demonstrate excellent communication and interpersonal skills |
| 1. Display enthusiasm, initiative and the ability to prioritise workloads to meet deadlines |

|  |
| --- |
| **Desirable criteria** |
| 1. Have experience of line managing a team |
| 1. Have Level 3 qualifications in Administration |
| 1. Have experience of working in an educational environment |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.