



Personal Assistant and Administrator	
Reporting to:	Finance Director
Working Hours:	Full time (37.5 hours per week)
Salary:	£25,580 to £28,880 (Scale PC S5 21-25)
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 Finance Director and the Business Services team. This will involve working proactively and in an organised manner undertaking a range of duties including complex diary management, preparing documents, minuting meetings, liaising with key stakeholders and providing a first point of contact for visitors.

The postholder will ensure administrative systems and processes meet the needs of the College and seek improvements as appropriate.

### Duties and responsibilities of the job

#### 1. Main Duties

a. Provide a professional, pro-active support service at all times.
b. Ensure the Finance Director and direct reports are properly equipped and briefed for meetings
c. Maintain effective diary organisation and arrange appointments and travel where necessary
d. Maintain appropriate 'bring forward' and progress chase systems
e. Provide support in the management of and response to emails
f. Produce documentation such as agendas and minutes for meetings
g. Produce a range of different reports and presentations
h. Contribute to and support delivery of the College strategic and operational plans
i. Organise events and projects as directed for the Finance Director

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| j. Build and maintain professional relationships across College and with external partners and stakeholders |
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## 2. Business Services Administration

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| a. Providing high levels of customer service, handling email and telephone enquiries and acting as the contact point for employers, learners and visitors |
| b. Maintain and develop the talent bank, a database of potential new apprentices and apprenticeship vacancies   |
| c. Support the business services team in the effective delivery of training and apprenticeships   |
| d. Prioritise and delegate tasks as appropriate   |

## 3. College Wide Administration

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| a. Ensure that administrative systems and processes meet the needs of the College and seek improvements as appropriate |
| b. Support the organisation and delivery of College events such as the Awards Day                                      |
| c. Attend College meetings and events as required  |
| d. Effectively communicate and work closely with the administrative staff across the College                           |

## 4. Continuous Professional Development

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| a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development |
| b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.                  |

## 5. Other responsibilities and duties

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| a. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT |
| b. To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety              |

## Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

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

Desirable Criteria
a. Have experience of staff and/or project management
b. Have Level 3 or higher qualifications in Administration
c. Have experience of working in an educational environment

## **CONDITIONS OF EMPLOYMENT**

### **Working Hours**

Basic working hours are from 0830hrs to 1700hrs 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 department and whole college events where there will be a requirement to attend.

### **Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

### **Continuous Professional Development (CPD)**

This post will be entitled to CPD for 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 LGPS 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