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**TITLE:** PA to Deputy Principal

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**GRADE:** Scale 6

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**RESPONSIBLE TO:** Deputy Principal

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## **PURPOSE OF JOB:**

To provide a full secretarial support service to the Deputy Principal including leading on the administrative requirements arising from areas and responsibilities of the Deputy Principal.

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.5 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.6 To implement the College's safeguarding policies and practices.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

## **3. Particular to the Post:**

- 3.1 To provide a full secretarial service to the Deputy Principal including diary management and coordinating responses to correspondence, liaising with professional advisers and external stakeholders, organising administration and planning processes, minuting meetings, dealing with internal and external enquiries at all levels, and arranging hospitality for internal and external meetings. Arranging travel and accommodation as required;
- 3.2 To provide full administrative support for highly confidential and sensitive matters (including disciplinary cases and grievances) as required;
- 3.3 To prepare documents, reports and presentations for internal and external purposes and meetings and to ensure that the College is presented in a professional manner at all times;
- 3.4 To lead on the administrative processes required to support the Deputy Principal perform her duties
- 3.5 To support the Clerk to the Corporation and the Executive Assistant to the Group Principal & CEO in preparing, checking and despatching committee papers, agendas and minutes to governors in accordance with deadlines agreed in the governing body meeting cycle.
- 3.6 To support teams in organising whole College events and formal visits when required;
- 3.7 To work as part of a team with other admin staff providing a PA service to SMT as and when necessary;
- 3.8 To undertake any other duties as may reasonably be required at the request of the Deputy Principal.

## **4. Person Specification:**

- 4.1 An understanding of the College's mission and strategic plan and a broad familiarity with the current FE sector landscape;

- 4.2 Previous experience of working in an administrative support role, including work at a senior level;
- 4.3 Excellent written and oral communication skills.
- 4.4 Good practical IT skills, including advanced knowledge of Outlook, Word processing and PowerPoint in the MS Office suite. Strong research skills;
- 4.5 The ability to work independently and prioritise tasks effectively with limited direct supervision, and to progress-chase reports;
- 4.6 Experience of setting up and maintaining effective administrative systems;
- 4.7 Personal qualities including strong organisational skills, the ability to meet deadlines and to work flexibly to do so, confidentiality, attention to detail and strong customer care skills, and an ability to establish effective working relationships with a wide range of people at all levels;
- 4.6 The ability to represent the Colleges' values and reputation in terms of personal conduct and behaviour;
- 4.7 An understanding of and commitment to equality and diversity issues within the context of a London based college;

### **Additional Information:**

#### **Working Arrangements**

Normal working hours of 8.30am to 5pm Monday to Friday. This role will be cross college group and you will be expected to travel to all campuses to support the Deputy Principal.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be reviewed as and when necessary to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.