

JOB DESCRIPTION

Post:	PA to the Principal
Responsible to:	Principal
Pay Band:	6

The PA to the Principal works within a small team of PAs who service the college Senior Management Team (SMT). The post holder will be expected to work as a member of the team.

Job Purpose

To provide a high level of professional administrative support to the Principal, delivered with complete confidentiality.

Tasks include

1. To develop a working knowledge of the tasks undertaken by the Principal in such a way as to anticipate requirements and to offer appropriate support.
2. To maintain a diary of meetings and commitments for the Principal, and prepare necessary documents in advance of scheduled meetings.
3. To organise and support college meetings and take minutes on a regular basis for the Senior Management Team and other college meetings as required. This includes taking responsibility for the timely organisation and distribution of agendas, minutes and papers for such meetings.
4. To filter mail, telephone calls and other communications, including screening and responding to unannounced/unscheduled visitors.
5. To offer a welcoming service to external and internal visitors and to take responsibility for directing enquiries as appropriate, if they cannot be resolved by the senior team.
6. To provide executive services in drafting correspondence, responses, obtaining statistics and undertaking research tasks on behalf of the Principal.
7. To assist in the preparation of papers on behalf of the Principal for presentation to the Corporation and its Committees.
8. To develop and maintain appropriate files and folders to support the professional operation of SMT.
9. To provide administrative support, often of a confidential nature, and process correspondence, as necessary.
10. To liaise with students, staff, visitors and external organisations.

11. To carry out projects and tasks associated with the work of the senior management team, including the organisation of events.
12. To input purchase orders onto the college financial system.
13. Work as a team with, and provide cover for the other SMT PAs, as and when required.
14. Any other duties as required by the Principal which the post-holder could reasonably be asked to undertake within his/her experience and qualifications.

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is essential that the post-holder has:	How Assessed
1. Excellent organisational skills.	Application Form
2. Excellent communication skills	Application Form / Interview
3. Expertise in the operation of all Microsoft Office programmes, including Sharepoint and Teams	Application Form / Test
5. Educated to Level 3 or equivalent.	Application Form
6. Customer service skills to provide a courteous and efficient response to all internal and external clients.	Application Form / Tests / Interview
7. Awareness of the issues involved in the handling of confidential information.	Application Form / Tests / Interview
8. The ability to prioritise tasks.	Application Form / Tests / Interview
9. A positive and flexible approach to work and can cope under pressure.	Application Form/ Interview
11. Experience of using a range of databases.	Application Form/ Interview
12. Level 2 in Numeracy and Literacy.	Application Form / Test
It is desirable that the post-holder has:	
1. Ability to travel between campuses.	Application Form

(Training will be available where required)

CONDITIONS OF SERVICE

Salary:	Pay band 6
Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
Hours:	37 hours per week, 52 weeks per annum
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically invited to join the Local Government Pension Scheme (LGPS) however, they may opt out if they wish
Medical:	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.