

ROLE DESCRIPTION

Personal Assistant to the Principal and Chief Executive

CONTEXT

The Personal Assistant will work with the Principal and Chief Executive and the wider College Leadership Team.

MANAGEMENT ACCOUNTABILITY

Responsible to the Principal and Chief Executive

MAIN PURPOSE OF THE JOB

To provide high level confidential support to the Chief Executive and College Leadership Team by providing a full secretarial and administrative service. Ensuring that effective planning and administrative systems are in place and maintained efficiently and effectively.

MAIN DUTIES AND RESPONSIBILITIES

- To provide full personal assistant support by dealing with all correspondence and calls, drafting routine letters to a high standard, minute meetings, taking messages and other administrative tasks as required to support the Chief Executive and members of the Leadership Team.
- To proactively manage and coordinate the diary of the Chief Executive and members of the Leadership Team by prioritising and arranging internal and external meetings, ensuring appropriate briefing papers are prepared and provided.
- To provide support for executive meetings by ensuring meetings are properly arranged and serviced. This will include drafting agendas, collating papers and reports, taking minutes and following up action points.
- To plan and manage key organisational internal and external events including progress chasing and ensuring deadlines are met.
- Recognise confidential and sensitive matters, ensuring that these are handled appropriately.

- Deal with enquiries from members of the public, outside organisations such as parents, students, members of staff, governors.
- Receive and distribute incoming mail, including e-mail, reviewing and evaluating to identify items requiring priority attention.
- Organise own work, co-ordinating projects, setting priorities, meeting deadlines and following up on assignments.
- Manage an effective electronic and paper-based filing and retrieval system to enable accurate and up to date information to be accessed quickly and easily.
- Implement and maintain up-to-date and master records of all College policies and procedures.
- Maintain adequate stock of office stationery and equipment, working within allocated budget.
- Meet and greet visitors and provide a welcoming environment.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities such as enrolment, marketing events and staff and student activities.
- Participate in training and development activities, to develop skills and knowledge.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
- Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the line manager may determine from time to time, after consultation with the postholder.

NOTE: Please be aware that the duties and responsibilities outline above are not exhaustive and may be varied from time to time after consultation with the postholder. They do not form part of the postholder's contract of employment.