



## **Job Description**

<b>Job Title:</b>	PA to Vice Principal and Assistant Principals
<b>Location:</b>	Tendring Technology College
<b>Hours of work:</b>	35
<b>Reports to:</b>	Vice Principal, Business Manager and PA to the Principal

### **Overall Responsibilities:**

To work with the Vice Principal to be responsible for raising the public profile of the College through all forms of media. To be proactive with confidential secretarial and administrative support for the Vice Principal, including editorial responsibility for the College News, College Website and the Staff Newsletter, the organisation of diaries, typing of documentation, organisation of meetings and related hospitality etc.

### **Main Duties:**

- Work with the Principal and Vice Principal to promote the College through all types of media
- Liaise with the Vice Principal PA to ensure that effective communication occurs between key College members
- Google: maintain calendars, set up and maintain users and distribution lists: design & creation of google forms
- Attracting inward investment to the College through sponsorship
- Editorial responsibility for the College News and the Staff Newsletter via google websites
- Parent communications administration
- TTC VLE administration
- TTC Website administration
- Typing of documents, letters, newsletters, memos, emails, forms etc.
- Production of data
- Filing
- Administer TTC Social Media account e.g. Twitter
- Design and production of media adverts, posters, open evenings
- Any task required by the College
- Media support and press releases for A level & GCSE results during August summer break

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications &amp; Experience</b>	Specific qualifications	<ul style="list-style-type: none"> <li>• Right to work in the UK</li> </ul>	
	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Educated to NVQ Level 2 or equivalent.</li> </ul>	
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> <li>• Experience in an administrative/secretarial environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in an educational environment</li> </ul>
	Literacy	<ul style="list-style-type: none"> <li>• NVQ Level 2 in English or equivalent</li> </ul>	
	Numeracy	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Maths or equivalent</li> </ul>	
	Technology	<ul style="list-style-type: none"> <li>• Ability to use a wide range of design IT packages particularly Photoshop, InDesign, Google website Design, Gmail &amp; Google forms designer, alongside Microsoft Word, Excel, and telephone systems.</li> </ul>	
<b>Communication</b>	Written	<ul style="list-style-type: none"> <li>• Ability to produce accurate correspondence and identify errors, write emails, complete forms and respond to written queries appropriate to the role</li> </ul>	
	Verbal	<ul style="list-style-type: none"> <li>• Ability to exchange verbal information clearly and sensitively in person and by telephone</li> </ul>	
	Languages	<ul style="list-style-type: none"> <li>• Seek support to overcome communication barriers with children and adults</li> </ul>	
	Negotiating	<ul style="list-style-type: none"> <li>• Ability to negotiate effectively to achieve best outcomes</li> </ul>	
<b>Working with children</b>	Behaviour Management	<ul style="list-style-type: none"> <li>• Understand and implement the College's behaviour management policy , as required</li> </ul>	
	SEN	<ul style="list-style-type: none"> <li>• Understand and support the differences in</li> </ul>	

		children and adults and respond appropriately	
	Curriculum	<ul style="list-style-type: none"> <li>• Basic understanding of the learning experience provided by the College</li> </ul>	
	Child Development	<ul style="list-style-type: none"> <li>• Basic understanding of the way in which children develop</li> </ul>	
	Health & Well being	<ul style="list-style-type: none"> <li>• Understand the importance of physical and emotional wellbeing</li> </ul>	
<b>Working with others</b>	Working with partners	<ul style="list-style-type: none"> <li>• Establish effective relationships with those working in and with the College</li> </ul>	
	Relationships	<ul style="list-style-type: none"> <li>• Ability to establish rapport and respectful and trusting relationships with staff and students where appropriate</li> </ul>	
	Team work	<ul style="list-style-type: none"> <li>• Ability to make a contribution to the work of a team</li> </ul>	
	Information	<ul style="list-style-type: none"> <li>• Contribute to the development and implementation of effective systems to share and safeguard information</li> </ul>	
<b>Behaviours</b>	Line management responsibilities	<ul style="list-style-type: none"> <li>• Ability to manage and motivate other members of your team.</li> <li>• Ability to plan and manage own time effectively, set priorities and meet deadlines</li> <li>• Demonstrate a creative approach to work</li> <li>• Demonstrate a commitment and understanding of equality and the ability to implement this across all areas of work</li> </ul>	
	Skills/Abilities	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to multi task</li> </ul>	

		<ul style="list-style-type: none"> <li>• Experience of organising and maintaining electronic and manual filing systems</li> </ul>	
	DBS (CRB)	<ul style="list-style-type: none"> <li>• This post is subject to receipt of a Disclosure and Barring Service Certificate</li> </ul>	
	Special requirements	<ul style="list-style-type: none"> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Ability to travel as required</li> </ul>	
	Health & Safety	<ul style="list-style-type: none"> <li>• Basic understanding of Health &amp; Safety</li> </ul>	
<b>General</b>	Child Protection	<ul style="list-style-type: none"> <li>• Understand and implement child protection procedures</li> </ul>	
	Confidentiality/Data Protection	<ul style="list-style-type: none"> <li>• Understand and comply with procedures and legislation relating to confidentiality</li> </ul>	
	CPD	<ul style="list-style-type: none"> <li>• Demonstrate a clear commitment to develop and learn in the role</li> <li>• Ability to effectively evaluate own performance</li> </ul>	
	Reliable and Flexible	<ul style="list-style-type: none"> <li>• Excellent reliability and flexibility and be able to adapt depending on circumstances</li> </ul>	
<b>Personal Qualities</b>	Confidentiality	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality, where applicable</li> </ul>	
	Decision Making	<ul style="list-style-type: none"> <li>• Ability to make sound judgements and decisions, which show an understanding of the boundaries of the post</li> </ul>	
	Initiative	<ul style="list-style-type: none"> <li>• Be able to use initiative</li> </ul>	