



NELSON AND COLNE  
COLLEGE



## Job Description

## PA to the Senior Management Team

### Role Specific

1. To provide comprehensive administrative support to the Senior Management Team including:
  - Supplying relevant information and identifying, accessing and analysing key data
  - Diary management and note-taking
  - Arranging internal and external meetings as required
  - Completing procedural paperwork and document correspondence typing
  - Making conference and travel bookings
  - Preparing presentations and reports
  - Screening and responding to enquiries
2. To research information and draft reports for review as assigned by the Senior Management Team
3. Effectively co-ordinate and provide administrative support (including accurate minute taking) for internal and external meetings involving Senior Managers
4. To support the planning and organisation of Senior Manager led College Events
5. To support the completion of college-wide processes
6. To effectively log, store and file confidential information
7. To undertake specific project work as and when required
8. To build relationships and liaise with external stakeholders to support the work of the Senior Management Team
9. To maintain confidentiality and discretion at all times when dealing with sensitive and confidential matters

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate





Person Specification	PA to the Senior Management Team
	Essential / Desirable
<b>Qualifications and Attainments</b>	
4 GCSEs or equivalent including Maths and English at Grade C or above	Essential
Relevant degree level qualification	Desirable
<b>Training, Experience and Knowledge</b>	
Experience of providing PA/ Secretarial support	Essential
Experience of working in a busy office environment	Essential
Proficient in the use of Microsoft Word, Excel, PowerPoint and Outlook	Essential
Experience of working in a team	Essential
Experience of using initiative and displaying effective decision-making skills	Essential
Experience of working in the Further Education Sector	Desirable
Experience of handling confidential information	Desirable
<b>Personal Skills and Attitudes</b>	
Ability to manage multiple tasks and prioritise workload	Essential
Display initiative, be positive and enthusiastic	Essential
Be a team player and ability to work autonomously	Essential
Ability to respect confidentiality	Essential
Efficient and effective organisational skills	Essential
Excellent interpersonal, communication and listening skills	Essential
Excellent administrative skills	Essential
Ability to respect and maintain confidentiality	Essential
Ability to keep accurate and up to date records	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children, young people and/ or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events; Parents' Evenings etc., as required)	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential

