##### South Staffordshire College

##### Corporate Style Business Support Job Description

**JOB TITLE:** PA to Chief Executive and Principal

**PAY POINT:** Band 7 £27,075-£29,580 per annum

**CONDITIONS OF SERVICE:** Business Support

**RESPONSIBLE TO:** Chief Executive and Principal

**LINE MANAGEMENT:** None

**JOB PROFILE**

*Regardless of a specific job title and role, for all employees at this College their primary role is:*

*‘To Help Learners Succeed’*

The PA to the Chief Executive and Principal will work with their line manager to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

**Scope of Responsibilities**

The primary purpose of the PA to the Chief Executive and Principal is to provide an effective and efficient support service for the Chief Executive and Principal and to work flexibly for the Managers of the Executive Leadership Team on occasions.

**Specific Responsibilities**

* To advise the Executive Leadership Team on all matters concerning the operation of the offices determining the priority of incoming tasks within delegated authority, assessing their urgency and importance.
* To coordinate the administration of the Executive Leadership Team diary, correspondence, meetings and visits.
* To take minutes of Executive Leadership Team meetings, produce agendas and circulate any associated documentation, monitor and chase action points from minutes.
* To support the Chief Executive and Principal’s work with Governors in conjunction with the Clerk to the Governors
* To support the public relations, marketing and hospitality activities of the Chief Executive and Principal, working with key college stakeholders.
* To maintain appropriate databases and files.
* To act as a key communication channel for the with internal and external contacts.
* To provide a critical focus for accuracy, detail and context regarding internal and outbound correspondence and press releases within the remit of the role.
* To set up diary events for the Executive Leadership Team as and when required.

**General Organisational Responsibilities**

For all posts at the College there is a corporate objective of ensuring post holders have an understanding of organisational priorities and the nature of the College in relation to its business.

All support staff and academic staff contribute to the success of the organisation and as such post holders will be provided with information about the College from their induction as a new employee and during their period of employment through issue of staff newsletters, information on the intranet and from the internal communications that exist.

The following is an indication of the corporate areas and activities the College would like all potholders to have an awareness of and understanding. Some activities will be more specifically relevant to some roles than others.

**Purpose**

* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses, whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

**1** **Key Awareness in relation to:**

**Governance and Management**

* To be aware of the strategic planning processes within the College set by the Board.

**Academic and Business Development**

* To be aware of the academic and vocational provision and business development of the College.
* To be aware of the development of “e-learning” to facilitate new methods of teaching and learning.
* To support be aware of the development of student support processes and procedures that ensure that all learners have effective tutorial support, ensure their additional support needs are met and have access to appropriate enrichment activities.

**Quality Management**

* To be aware of corporate strategies, systems, policies and procedures.

 **Human Resource**

* To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

**Physical and Financial Resource Management**

* To be aware of the development of the Financial Memorandum and the College’s Financial Regulations and Procedures.
* To be aware of the development of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners.
* To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
* To support the College in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**2 External Links and Partnerships**

* To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To be able to support the College in its commitment to develop a dynamic, innovative and entrepreneurial culture.

**Marketing and Recruitment of Students**

* Contribute and support the College’s marketing activities which is to achieve recruitment targets.
* Support the College in its enrolment process.

**3 Support for Students**

To be aware of the range services available for supporting learners’ financial, personal and emotional needs, and lines of referral.

To be aware of the additional learning support provision available to support individual learners’ needs and lines of referral.

**4** **Sustainable Development**

South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community. Details of policy, information and the staff development supporting the policy on environmental sustainability will be promoted through the website and various College communication channels

**5 College Safety**

As part of your role and a condition of your employment, your Manager may require you to undertake responsibilities of a Nominated First Aid Officer and, or Fire Marshall Duties, including how to operate Evac Chairs. Appropriate training will be provided as part of your CPD programme to support your specific duties.

 **6 Other Duties**

* To support where appropriate the preparation for and during the inspection period.
* To undertake such other duties as your Line Manager may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College*.*

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at December 2017 and is representative of the range of specific duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.

**PA to Chief Executive and Principal - Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | * Educated to level 3
* Advanced word processing skills to RSA level 3 or equivalent
* Literacy and numeracy GCSE A-C or equivalent at level 2
 | * Level 4 qualification in related field
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| Experience | * The ability to use own initiative, make decisions and work under pressure often with multiple and conflicting workloads.
* Good communication and strong interpersonal skills.
* Ability to use Microsoft Office Applications and data bases.
* Ability to maintain confidentiality and experience of working in confidential environment.
* Able to use shorthand and interpret correctly.
* Experience of Audio Typing.
* Advanced verbal and written communication skills.
 | * The ability to motivate others and deliver change.
* PA or Secretarial experience of working in a college or educational environment and an understanding of its priorities and challenges.
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| Knowledge | * Political adroitness
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| Personal Attributes | * Commitment to the highest professional and confidential standards.
* Highly organized with good time management skills
* Ability to work effectively as part of a team.
* Commitment to equality and diversity practice.
* Communicate effectively, both verbally and in writing within the College and with external agencies.
* An enthusiasm for public relations work.
* A commitment to the strategic aims of the college.
* The ability to prioritise and progress chase
* A willingness to adapt to new methods and new technology.
* Proven ability to manage and deal with challenging behaviour
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| Safeguarding | * DBS clearance
* Motivation to work in an environment with children and young people.
* Ability to form personal boundaries in an environment with young people and vulnerable adults.
* To be sensitive, and to apply yourself appropriately, in an education environment.
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| Other requirements | * A willingness to accompany the Chief Executive and Principal to meetings when required.
 | * A willingness to work flexibly, particularly to meet organisational needs in period of intense activity, including for example in preparation for and during external inspections, audits and reviews.
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