**JOB DESCRIPTION**

## POST: Personal Assistant to the Deputy Principal (term time only)

## (Maternity cover commencing 28th August 28th until May 2018)

**Responsible to:** Deputy Principal and Assistant Principal – Academic

**Co-ordinates with:** PA to Principal, PA to Vice Principal and Assistant Principal - Vocational

**Summary of responsibilities:**

The purpose of this post is to provide personal administrative assistance and secretarial services to both the Deputy Principal and the Assistant Principal - Academic.

**Principal duties:**

1. To provide an administrative service to the allocated Senior Leadership Team (SLT) members
2. To maintain the diaries of the allocated SLT members, assisting with the management of their time and daily schedules, ensuring the most effective use of their time and ensuring that the allocated SLT members respond to all matters by the due date
3. To perform reception duties for the allocated SLT members in relation to people, phone and mail, handling all initial enquiries and dealing with correspondence not requiring their direct involvement
4. To retain confidentiality at all times and to ensure that confidential matters are dealt with and stored appropriately
5. To attend continuing professional development, as required, including to develop information technology skills
6. To update data in key databases required by the allocated members of SLT
7. To perform the duties of secretary to all formal meetings chaired/led by the allocated SLT members, liaising on agenda preparation, writing minutes and monitoring follow-up action where appropriate
8. To administer the collation and publication of the self-assessment report (SAR)
9. To maintain up-to-date performance management records for the Deputy Principal and Assistant Principal – Academic
10. To support the administration and maintenance of the college master calendar in liaison with the PA team
11. To administer Committee Room bookings in liaison with the PA team
12. To organise record management, retrieval and searching websites to retrieve information required by the allocated SLT members
13. To organise and schedule travel arrangements for the allocated SLT members to any meetings external to the college
14. To promote equality and diversity and the core values of the college
15. To be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults
16. To adhere to college policies and procedures, including data protection
17. Any other duties commensurate with the grade of the post that may be required by the college

**Terms and Conditions**

**Summary of Main Terms and Conditions**

|  |  |
| --- | --- |
| **Salary**  | Points 21-25 of Sixth Form College's’ Support Staff Pay SpineCurrently £15,426 - £17,411 per annum for a term time only post (Full time equivalent £17,946 - £20,255 per annum) |
| **Working hours**  | Will require attendance at college 36.25 hours per week, term time only (normally 8.30 am to 4.30 pm). Some flexibility in the hours worked will be expected, this could occasionally include some work in evenings and at weekends. |
| **Pension Scheme** | You will be auto enrolled into the Local Government Pension Scheme. |
| **Safeguarding**  | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. |
| **Payments**  | Your salary will be paid on the last working day of each month by BACS transfer. |
| **Health** | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical. |
| **References**  | Two references will be required on application; one must be your most recent employee. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.  |
| **Reviews**  | You will have a review every 4 months to assess your progress and set targets. |

*This Job Description is current at the date shown and may be amended from time to time after consultation.*