



Job Title	Personal Assistant to Bursar
Responsible to	The Bursar
Department	Bursar's Office
Location	32 College Road, Clifton, Bristol BS8 3JH (situated within the Residents Parking Scheme).
Purpose of job and primary objectives	<p>The role involves:-</p> <ol style="list-style-type: none">1. Assisting the Bursar with responsibilities to the Governing Body (Council and Governors).2. Assisting with the delivery of support services to the 2 schools of Clifton College.3. Assisting the Support Head of Departments (HODs) on a routine basis as required and to assist on an ad hoc basis as and when extraordinary support is required.4. Managing the reception team to ensure the job share arrangements run smoothly and cover is provided as required.
Main Duties	<ul style="list-style-type: none">➤ Managing the Bursar's diary - make appointments, arrange meetings, book meeting room facilities etc.➤ Opening and sorting of mail/dealing with general mail➤ Ordering stationery➤ Organising the arrangements for meetings chaired and attended by the Bursar and the College's Governing Body (Council and Governors), including the preparation and circulation of papers and the arranging of appropriate catering, taking of minutes and other requirements➤ Manage all enquiries to the Bursary including fielding calls➤ Bringing forward annual and termly events for the Bursar's and others' attention as appropriate.➤ Welcome guests to 32 College Road and provide refreshments➤ Arranging travel, itineraries and accommodation where necessary➤ Undertaking a wide range of administrative and project work for the Bursar including, for example, the conducting of research into topical issues affecting the School➤ Provide assistance to the Support Heads of Departments as required➤ Liaise with the College's internal and external stakeholders on a daily basis on behalf of the Bursar➤ Maintaining an effective filing and archiving system – electronic and hard copy as appropriate.➤ To manage the reception team ensuring that cover is provided for lunch

and as required as part of the job share arrangements.

- Provide cover for the Main Reception on occasion as required
- Manage the annual 'Grant Application Forms' (GAFs) for the Bursar
- Manage in conjunction with the Bursar the College's Parking Permit Scheme
- Carrying out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Knowledge and skills required

The post is a high-level, 'front-line', administrative role, with an expectation on the College's part of high calibre work. The successful candidate will have excellent organisational and secretarial skills with a thorough working knowledge of MS Office and Google applications. Additionally, they will have experience of and the ability to research issues, draft briefs and lead projects. A professional, calm approach, attention to detail, confidentiality and the ability to work to tight deadlines under pressure are essential, as is the ability to communicate and deal confidently with a wide range of people and situations.

The preferred candidate will be proactive, possess a good sense of humour and be an excellent team player, whilst also being able to work independently.

Working hours are Monday to Friday 9am to 5pm, all year round (including school holidays) and some flexibility will be required.

Education

A level and degree would be preferable.

Special working conditions

There are no special working conditions. A private office adjoining the Bursar's office is provided.

This job description is a concise description of the above job.

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Prepared by: Updated by Louise Hanson 13 March 2017

Approved by: Louise Hanson, Bursar