JOB DESCRIPTION

**PA to the Principal and Associate Principals and HR Administrator**

1. **St Francis Xavier College is a Roman Catholic Foundation. All staff should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and subject to the directions given by the Principal.**

**B. The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**

**C. This post is offered subject to the conditions of service as set out in the agreed contract.**

**D. For further information about the duties of all members of staff, terms and conditions, mission and policy framework of the College please see Staff Handbook available on the College intranet.**

**Hours:** 35 hours per week (8.30am to 4.30pm with one-hour lunch), term time plus 1 week to be worked during College closures.

**Reporting to:** The Principal

**Purpose of the Job:**

To provide full secretarial and administrative support to the Principal and Associate Principals, and manage the Principal’s office proactively. To be based with, and contribute to the work of, the Human Resources team.

**Main Activities and Responsibilities:**

1. To be the first point of contact for the Principal’s Office, dealing with correspondence, digital and physical and the fielding of phone contacts.
2. To act as point of communication and intermediary between the Principal, internal stakeholders and external agencies, ensuring that communication is clear, timely and accurate and of the highest standard of expression.
3. To manage diaries and organise meetings and appointments; to act as gatekeeper for the Principal.
4. To organise hospitality and carry out purchasing of items and services related to the Principal’s Office.
5. To be clerk to the CMDC, preparing and issuing agendas, minuting meetings, chasing action points.
6. To organise the logistics of events and conferences; to book and arrange travel, transport, accommodation etc.
7. To ensure that the Principal is fully apprised of important tasks and deadlines.
8. To complete and dispatch correspondence; compile and prepare reports; collate data and produce spreadsheets; produce presentations; conduct first line research as required.
9. To manage databases and filing systems, ensuring that essential archiving and weeding of electronic and hard files is carried out regularly in line with data protection regulations and the College’s retention policies.
10. To maintain, refine and develop administrative procedures/ systems.
11. To support the Principal in administration of the monitoring of staff and student performance and progress and student attendance and retention.
12. To administer and coordinate formal student disciplinary procedures, including notification of decisions to stakeholders.
13. To carry out accurate and timely agenda drafting and dissemination and minute-taking for Principal directed meetings and other cross-College committees. If additional hours are worked these will be compensated by time off in lieu (this can be taken from your days to be worked outside of term time in liaison with the Principal).
14. To collate and file expenses.
15. To conduct miscellaneous tasks to support the Principal and Associate Principals which will vary according to the sector and the manager’s remit, e.g. completing some corporate governance reporting.

**Human Resources**

18. To act as minute-taker for the Staffing and Resources Committee.

19. To assist with the recruitment process as required.

20. To act as note-taker for formal meetings in relation to disciplinary, grievance and probationary procedures ad hoc.

21. To assist with administrative functions of HR Team

**General**

1. To assist in recording and disseminating annual College diary
2. To produce the Student Handbook on an annual basis in liaison with the Associate Principal Ethos.

22. To have an awareness of the Professional Services Department’s aims and targets, both short and long term.

23. To contribute to the Departmental Self-Assessment Report (SAR) on an annual basis in liaison with the Director of HR, Support Staff and the team.

24. To assist your fellow team members with urgent priorities, maintaining an overview of their duties to enable you to cover as necessary. Full training will be provided.

25. To engage in CPD as required to enable the post-holder to fulfil all the duties of the post.

26. To have an awareness of, and commitment to, the College’s policies on Health and Safety, Equality, Diversity and Inclusion, Prevent and Safeguarding, GDPR.

27. To support the ethos and values of St. Francis Xavier College.

28. Any other duties within the remit of the post as may be required.

**Person Specification:**

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| **Qualities and Skills** | **Essential** | **Desirable** |
| Qualifications or prior employment experience commensurate with the skills, attributes and knowledge to carry out your role in compliance with current best practice, guidelines and legislation. | Yes |  |
| Ability to communicate, in both written and oral form, effectively and accurately with a cross-section of stake-holders. Must be able to build rapport and trust with all stake-holders and to screen and prioritise calls/meeting requests. | Yes |  |
| High quality customer service skills; ability to relate to students and staff in a calm, confident and professional manner. Ability to remain calm and even-tempered under pressure and to manage stressful situations/difficult conversations. Tact and diplomacy. | Yes |  |
| Ability to take accurate meeting minutes and summarise in real time. | Yes |  |
| An understanding of the critical importance of confidentiality in dealing with matters of the Principal’s office. | Yes |  |
| Organisational skills, ability to meet deadlines, and the ability to work efficiently and accurately when under pressure. Logical, methodical and accurate in diary and document management. | Yes |  |
| Self-direction and ability to use initiative when working independently but also able to work flexibly as a team member. | Yes |  |
| Flexibility: ability to react efficiently to ad hoc requests such as arranging College events and making purchases on behalf of the Principal’s office. | Yes |  |
| A knowledge of standard software packages (Word, PowerPoint and Excel). Ability to collate and present presentation documents to deadlines. Readiness to learn and deploy new software as required. | Yes |  |
| Good level of numeracy. | Yes |  |
| The ability to work flexibly within the Professional Services Department in line with emerging priorities, the College calendar and staff absence, as directed by the Principal. | Yes |  |
| A commitment to personal development. | Yes |  |
| A commitment to the Health and Safety of staff and students. | Yes |  |
| A commitment to all College policies to include Health and Safety, Equality, Diversity and Inclusion, Safeguarding and Prevent. | Yes |  |