

November 2017

Dear Applicant,

Thank you for your interest in the post of **Head of Admin Unit/PA to the Principal.**

The following documents will assist you in your application:

- Job Description and Job information
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> and as a hard copy from Personnel Services – personnel@godalming.ac.uk

The closing date for receipt of applications is **Monday 4th December 2017 at 10am.**

Completing your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

You may return your application form either by post or by e-mail as an attachment to personnel@godalming.ac.uk

Short-listing and interview arrangements

Since we will not be able to respond to all applicants, if you have not been contacted by **8th December**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews on Tuesday 12th December and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

JOB DESCRIPTION – HEAD OF ADMIN UNIT / PA TO THE PRINCIPAL

Post Title:	Head of Admin Unit / PA to the Principal
Responsible to:	Director of Services (operationally to the Principal for PA related duties)
Support Staff Salary Scale:	Senior Officer/Management 1 - Spine points 39-44 £32,079 - £36,120 including Surrey Allowance £994
Hours:	Full-time (36.42 hours per week, full year)

JOB PURPOSE

- a) To manage and co-ordinate the work of the College Administration Team to provide high quality administrative support to the educational and management teams in the College.
- b) To provide administrative support to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

Head of Admin Unit duties and responsibilities

The post holder will:

- Line manage all staff in both main reception/student reception and administration areas of the College. This will include carrying out professional reviews and overseeing holiday arrangements in discussion with the team
- Allocate tasks and responsibilities within the team to support the administration of the College and the effective operation of the reception function. This will include planned activities and requests for additional support that may occur during the year
- Ensure effective communication, including holding regular meetings of all staff in the area to inform them of College developments and to create a cohesive team dynamic
- Liaise with the Head of ILT Services regarding development of IT systems that support admin processes
- Ensure staff in the area have effective and relevant training and development to carry out their roles in an environment where change is necessary and on-going
- Organise and oversee administrative support for SMT, Directors of Faculty and Senior Tutors and other teams as appropriate
- Attend regular meetings of the Support Staff Management Team and other meetings as appropriate and to ensure an effective cascade of information to and from staff
- Make arrangements for holiday working, including telephone 'announcement' message, signing-in book and co-ordination of admin/reception activities
- Contribute to the College Support Services annual Self Assessment Report

- Liaise with the appropriate member of SMT and the lead person in the Administration team to ensure that robust administrative systems are in place (and documented) to support key activities. These will include:
 - Admissions and Applications
 - Enrolment and induction
 - Student Files and Records
 - Marketing Support
 - Student Guidance
 - Trips and Visits
 - Course Advice Sessions
 - Parents' Consultation Evenings
 - Staff Development and Professional Reviews
 - Let's Celebrate and other College events, such as Open Evenings/Going To Godalming Events
 - Bursary fund
 - Quality Assurance – Self Assessment Reports
 - Work Experience
 - Overseeing and updating the College Calendar
 - Managing Boardroom bookings
 - Reprographics

Personal Assistant to the Principal duties and responsibilities

The post-holder will provide administrative and secretarial support to the Principal, including the following:

- Diary management
- Managing enquiries on behalf of the Principal and other staff
- Arranging meetings and producing and distributing minutes/notes
- To type and prepare documents as required by the Principal
- Liaising with Clerk to the Corporation on appropriate issues (policies, reports etc.)
- Organising annual Governors' and Senior Managers' Development Day
- Administration of Senior Management Team (SMT) Professional Reviews
- Co-ordination of SMT holiday cover rotas
- Arranging meetings with students or staff as required
- Welcoming visitors to the College on behalf of the Principal and providing or arranging for refreshments and hospitality as required
- Keeping the Electronic Staff Handbook up to date
- Keeping College Policies folders (electronic and paper) up to date
- Ensuring that weekly (and other) Staff Briefings are minuted and circulated to staff

PERSON SPECIFICATION - HEAD OF ADMIN UNIT / PA TO THE PRINCIPAL

	Essential/ Desirable	Method of Assessment
Qualifications		
Good general level of education to a minimum of A-level or equivalent	Essential	Application Form
A qualification in supervisory or business management	Desirable	Application Form/ pre-employment check
Experience		
Experience of managing staff	Essential	Application Form and interview
Appropriate experience working in a PA role, supporting senior managers and gaining an appreciation of safeguarding confidential information and personal data	Essential	Application Form and interview
Strong interpersonal skills with ability to communicate effectively orally and in writing	Essential	Application Form and interview
Enjoys working as part of a team but able to work independently	Essential	Interview
Flexible and adaptable and able to cope with changing situations	Essential	Interview
Ability to remain calm and decisive in time-pressured or challenging situations	Essential	Interview
High level IT skills including experience of Microsoft Office , including Word, Excel, Outlook PowerPoint, Mail Merge and use of databases to retrieve data and produce reports	Essential	Application Form
Motivation, leadership and team building skills	Essential	Interview
Good planning and organisational skills, including: accuracy; attention to detail; and effective time management.	Essential	Application Form and interview
Affinity with young people in the 16-19 age range	Highly desirable	Application Form and interview
Experience of working in a medium size organisation ideally in an education setting	Desirable	Application Form and interview

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

CHILDCARE VOUCHER SCHEME

The College offers employees the facility to participate in a Childcare Voucher Scheme. This is a benefit which is provided through a 'salary sacrifice' arrangement, normally for the duration of the academic year.

OTHER INFORMATION

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus.

There is catering service available in the Staff Room together with food outlets and coffee shops. An indoor sports facility, including a gym with state of the art fitness training equipment, is available for staff use between the hours of 8am to 5.30pm (when not being used for teaching purposes).

Godalming College Support Staff Payscale

September 2016

Scale 1	13	14792
	14	15257
	15	15797
	16	16192

Scale 2	17	16548
	18	16822
	19	17140
	20	17461

Scale 3	21	17964
	22	18329
	23	18923
	24	19596
	25	20275

Scale 4	25	20275
	26	20945
	27	21619
	28	22290

Scale 5	29	22963
	30	23638
	31	24431
	32	25219

Scale 6	33	26095
	34	26966
	35	27840
	36	28708

Senior Officer	37	29500
	38	30291
	39	31085
	40	31878
	41	32667

Management 1	42	33462
	43	34253
	44	35126
	45	35997
	46	36867

Management 2	47	37739
	48	38691
	49	39562
	50	40510
	51	41461

Management 3	52	42412
	53	43363
	54	44316

Management 4	55	45290
	56	46285
	57	47303
	58	48347
	59	49409
	60	50496

Surrey Allowance £994