JOB PROFILE

Post: PA to the Principal

Grade: £26,536-£28,133

Responsible to: Principal / Business & Operations Director

Responsible for: Administrators

JOB PURPOSE

To provide the full range of secretarial and administrative support to the Principal characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on his/her own initiative.

To line manage the Administrators.

To work closely with the Business & Operations Director in supporting their role.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

The PA to the Principal enables the Principal to perform effectively through the provision of high quality secretarial and administrative support. This includes planning and co-ordinating his/her diary, devising and maintaining office systems and processes, making travel arrangements and organising and co-ordinating corporate events.

The PA to the Principal is confident in his/her ability to work on his/her own initiative and with limited supervision. S/he has the ability to develop and maintain good working relationships at all levels, particularly during difficult or challenging times. S/he can prioritise and manage his/her own workload amid conflicting demands and during busy work periods. S/he is able to think ahead and anticipate needs before they arise. Above all else s/he exercises discretion in dealing with confidential or sensitive matters.

The PA to the Principal also supports the Business & Operations functions. This includes providing administrative support in relation to estates, support staff, HR and the Local Governing Body.

The PA to the Principal will undertake the role of Educational Visits Co-ordinator with support from the B & OD.

The PA to the Principal line manages the administrators within the UTC ensuring an efficient, effective reception and administration service to the UTC.

In summary, the PA to the Principal presents as someone who is efficient yet approachable, helpful, clear in all forms of communication and committed to setting and exceeding high quality standards. They are confident and tactful when dealing with staff they line manage.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal.
- Participate in the UTC's Performance Management / Appraisal process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

PA to the Principal

PERSON SPECIFICATION	Essential / Desirable E/D
Qualifications	
Level 2 Literacy and Numeracy	E
Level 3 in Administration or equivalent or willingness to work towards	E
Experience	
Demonstrable experience in an administration/executive assistant/PA role in a highly pressurised environment requiring tact, judgment and discretion in handling internal and external contacts.	E
Experience of diary management/researching and booking of travel and accommodation	E
Experience of successfully working with senior management	E
Experience of line managing staff	D
Experience of providing support to Governors	D
Experience of HR	D
Experience of Educational Visits / EVC role	D
Competencies/Attributes	
Ability to use multiple sources of information to research and present material clearly and concisely	E
Ability to use IT including word processing, spread sheets, databases and the internet	E
Ability to communicate with a range of internal and external contacts/stakeholders both verbally and in writing	E
Ability to line manage other staff in an effective and tactful way	E
Ability to plan own work, work on own initiative and meet deadlines with minimal supervision,	E
Ability to organise meetings, training & information sessions for Governors.	D
Ability to multi-task and contend with competing demands.	E
Ability to devise and implement processes and procedures for organisational and record-keeping purposes	E
Ability to be flexible and adaptable in order to complete tasks on time and to standard set	E
Ability to use professional judgement when providing responses on behalf of and without reference to the UTC Principal / Business & Operations Director when required.	E
Ability to working closely with / liaising with academic and business organisations / leaders	D
Commitment to supporting / coordinating marketing, recruitment and employer events / evenings	E
An understanding of and a genuine commitment to Equality of Opportunity	E