

# QUEEN ELIZABETH SIXTH FORM COLLEGE



Welcome to Queen Elizabeth Sixth Form College





## WELCOME TO QUEEN ELIZABETH SIXTH FORM COLLEGE

At QE we understand that our staff are our greatest asset. It is only by recruiting and supporting the very best individuals for each role that we can build and maintain the team needed to face the challenges of the future.

In addition to offering teaching and support staff a modern, well equipped environment, the College is committed to ensuring that staff development remains a key strategic priority. Despite the rigours involved in teaching or supporting learning in a high achieving Sixth Form College, we were very pleased that Ofsted

recognised the high levels of staff motivation and morale evident here during their latest visit.

Life at QE will never be dull and always offers both challenges and rewards for colleagues no matter what role they play. In choosing to apply for a job here, you can rest assured that you are choosing a well established and highly respected College that will value you and your contribution.

*Tim Fisher*  
Principal



“As a result of the highly effective work of college leaders, teachers and support staff, students develop into confident, mature, and articulate young adults who are well prepared for their next steps.”

OFSTED 2016

The College recognises that in order to provide the highest standards, staff need support; whether that’s through our induction programme for new members of staff, sharing good practice with colleagues, training opportunities, or support with career development.

The culture of the College means that teaching staff have the freedom and autonomy to develop their practice, bringing expertise and creativity to their teaching. At the same time the structure of the College gives the security of knowing that managers, and senior staff are all available to support and help. The ethos of the support staff is just that – that they are there to support students and staff in any way they can and this engenders a positive team spirit across the College.

The well-being of our staff is important to us too. As well as having many staff that have opted for part time or term time only working, the College promotes healthy living and good work-life balance initiatives. Colleagues have the opportunities to take part in 5-a-side football, pilates

and other sports and can join the cycle-to-work scheme offered by the College. In addition, health screening and immunisation against ‘flu are offered periodically and a health cash plan is offered to all staff free of charge, providing help with the cost of dental and optical care, amongst a range of other benefits.

College employees are entitled to join either the Teachers’ Pension or Local Government Pension Schemes. In addition, salary sacrifice schemes for childcare are available.

**As part of QE you would be joining a highly motivated and successful team.**



“ The staff at QE make the college what it is, warm, welcoming with a desire to excel. ”

JOHN BEILBY, PRINCIPAL TUTOR



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## PA to the Principal



The Post of PA to the Principal at the College has arisen due to the absence of the post holder on maternity leave. We are seeking an enthusiastic and self-motivated individual for this role, who is able to carry out the wide range of responsibilities associated with it.

The College currently has approximately 2000 students and employs around 180 teaching and support staff. The successful candidate will have a central administrative role, providing a comprehensive support service to the Principal, at all times projecting a professional and responsive image. This role will require efficiency, flexibility, diplomacy, confidentiality, integrity and initiative, together with organisational and high level administrative skills.

The variety of work together with the friendly and purposeful environment within Queen Elizabeth Sixth Form College makes this an exciting and challenging role for the successful candidate.

PA TO THE PRINCIPAL

# Job Description

*Post:* PA to the Principal (Maternity Cover)

*Responsible to:* Principal

*Responsible to:* Pt. 14-17: £24,147 - £26,437  
Depending on experience

## MAIN PURPOSE OF THE POST

You will play a primary role within the College by providing a comprehensive and efficient Personal Assistant service to the Principal, as well as having specific duties that support other members of the senior management team. In particular, the post requires the ability to project a professional and responsive image, to become familiar with College issues and processes, and to demonstrate the necessary personal qualities and administrative skills associated with the post of a senior PA.

## Responsibilities of the Post

In providing a comprehensive Personal Assistant service to the Principal, you will be expected to carry out any duties reasonably delegated by the Principal, so that he can discharge his own responsibilities effectively. The main requirements of the post are indicated below.

- To be responsible for reviewing, developing and implementing administrative and clerical procedures and systems in relation to the work of the Principal
- To use judgement and discretion in dealing with confidential personal and College information and on matters of sensitivity to the College
- Liaising with the Principal on a daily basis, ensuring that he is kept informed of matters requiring his personal attention
- Ensuring that the Principal is fully prepared and briefed for all meetings, internal and external to the College, and for other similar engagements
- Implementing arrangements to support the daily activities of the Principal, including travel arrangements, arranging hospitality and facilities and other professional activities supporting his work
- To be the first point of contact for the Principal and to act as an ambassador on his behalf
- Assessing and determining priorities and actions on behalf of the Principal in his absence, ensuring that problems and issues are referred to other Senior Managers or resolved in a timely manner

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- Managing co-ordination between staff at all levels of the organisation in order to produce papers and reports for meetings including liaison with the Clerk to the Corporation to prepare and distribute papers for the Board Members
- Work in conjunction with the Principal and the Clerk the Corporation to prepare agendas for Board and Committee meetings
- To create and maintain effective working relationships at all levels within the organisation and with external organisations
- Responding effectively to enquiries
- To prepare copy for documentation and to co-ordinate events as appropriate in liaison with other areas of the College and outside bodies
- To undertake minute taking duties and to prepare and distribute minutes as required
- To contribute towards the preparation of external reports to agencies requiring details of College activities (for example, Ofsted and relevant funding agencies)
- Preparing and collating the presentation of statistical data
- To undertake and manage administrative tasks and projects on behalf of the Principal
- Ensure all educational visit procedures are fully adhered to and regularly reviewed and updated
- Develop, co-ordinate and maintain the College appraisal system
- Maintain the record of visiting speakers
- Manage external bookings, including collecting DBS and public liability insurance
- Manage internal room bookings and refreshments
- Manage temporary mobile phone accounts

In addition, when available to do so, you will support the work of other senior post holders by:

- Assisting with the production of College data reports for self assessment processes
- Assisting with the production of SAR and QIP documentation
- Assisting with timetabling processes, when required
- Producing annual summary performance management reports for teaching staff

## **General**

- Dealing with general post addressed to the College
- Offering support to the general office and Curriculum Support as appropriate

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.

## Person Specification

The successful candidate will be expected to have the following qualities:

E= Essential    D= Desirable

### QUALIFICATIONS

- Good general education, including a minimum of GCSE English and Maths (E)
- Qualified to degree level (D)
- Advanced IT skills in Microsoft Office (D)
- NVQ 3 or equivalent in administration or recognised secretarial or business qualification (D)

### EXPERIENCE

- Good general education, including a minimum of GCSE English and Maths (E)
- Qualified to degree level (D)

### SKILLS & APTITUDES

- Good general education, including a minimum of GCSE English and Maths (E)
- Qualified to degree level (D)

### PERSONAL QUALITIES

- Good general education, including a minimum of GCSE English and Maths (E)
- Qualified to degree level (D)

## Salary and Conditions of Service

Salary is Pt.14-17 on the Support Staff Salary Scale, £24,147 - £26,437 per annum

This is a full-time, all year maternity cover.

You will be required to work 37 hours per week. The standard working hours will be 8.30 – 5.00, Monday – Thursday and 8.30 – 4.30 on Fridays. Salary is Pt.14-17 on the Support Staff Salary Scale, £24,147 - £26,437 per annum, depending on experience. Holiday entitlement is 26 days per year, plus bank holidays and holidays are to be taken in the College holiday periods. Pension provision is with the Local Government Pension Scheme. The contract will be based on a model for support staff produced by the National Joint Council of the Sixth Form Colleges' Association.