

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Personal Assistant
Responsible To:	Executive Director for Human Resources and Organisational Development
Department:	Senior Leadership Team
Salary Grade:	Grade E: £27,162-£31,501

JOB ROLE

This role will suit a proactive, discreet and professional PA with proven experience of supporting at Director or senior leadership level. You will thrive in a varied and demanding role and use your excellent organisational skills to effectively manage the smooth running of the Executive Office, liaising with all levels of staff and management, together with external stakeholders. The post holder must be able to plan and prioritise a busy and varied workload and contribute to a range of key projects and activities for the Senior Leadership Team, as well as provide expert, proactive secretarial support.

KEY DUTIES

No	Description of Duties
1	Provide an effective and efficient personal assistant role to the SLT including secretarial, clerical and administrative support.
2	To be responsible for the SLT's diaries including arranging complex travel arrangements, scheduling of reoccurring routine meetings, planning and preparations of events, working in collaboration with the other departments and teams as required.
3	Organise, co-ordinate and attend college events such as high profile visits and awards ceremonies.
4	Be the first line of contact for enquiries from internal or external sources handling queries in full, in many cases without reference to SLT.
5	Liaise effectively with the College's external stakeholders on behalf of the SLT.
6	Make necessary preparations for meetings and undertake relevant committee work including convening meetings, drafting agendas, minute taking, tracking actions and collating and distributing documentation required for meetings.
7	Arrange room bookings, organise and/or prepare hospitality, and order stationery supplies, as required.
8	Prepare and produce detailed presentations, correspondence, reports and any other documents as requested by the SLT.

9	Support and deputise for the PA to the Principal and Chief Executive as required.
10	Undertake a range of general office duties to ensure the efficient delivery of administrative services including raising of orders, the procurement of stationary etc.
11	Commit to, promote and operate in accordance with the college's values and goals including but not limited to: safeguarding; health and safety; equality, diversity and inclusion.
12	Participate in a range of cross college activities including but not limited to: enrolment and open events; business planning; development.
13	Undertake appropriate in-service training when required to do so.
14	Ensure a high level of confidentiality at all times.
15	Provide a professional, supportive and polite service to support the Senior Leadership Team in line with college systems and processes; acting as the first point of contact for visitors to the College, stakeholders, students, parents and guardians.
16	Liaise with and proactively collaborate with the Executive Office team to ensure the team provide the best support to SLT.
17	Maintain an accurate and efficient electronic and paper filing system and be responsible for record management including archiving whilst improving paperless working by scanning to the secure network.
18	Organise and prioritise work efficiently to ensure smooth running of the office on a day-to-day basis, including identifying opportunities to improve administrative procedures and taking the initiative to suggest ways of working more efficiently.
19	Adhere to the Risk Management Policy and notify SLT of any risks identified.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: PA to Senior Leadership Team

Candidates will be assessed for shortlist and interviewed against the following criteria.

Short listing criteria		Essential	Desirable
1. Qualifications			
1.1	A minimum of level 2 qualifications in both maths and English (Shorthand an advantage)	✓	
1.2	A relevant qualification to the provision of business administration services.		✓
1.3	Evidence of continued professional development	✓	
1.4	Suitable qualifications to demonstrate ability to use a range of IT applications such as word processing, spreadsheets, database and presentation software.	✓	
2. Experience			
2.1	Significant previous experience in a PA role supporting a senior executive in the public or private sector.	✓	
2.2	Experience of working within the Education sector		✓
2.3	Significant experience collating minutes from meetings, often containing confidential information.	✓	
2.4	Knowledge of sourcing, analysing and presenting information and data.	✓	
2.5	Experience of preparing reports	✓	
3. Skills/Abilities			
3.1	High level of IT proficiency and experience of Microsoft Office	✓	
3.2	Proven diary management skills	✓	
3.3	Excellent communication skills (written & oral)	✓	
3.4	Ability to work independently and reliably with minimum supervision and as part of a team.	✓	
3.5	Capability to use own initiative and judgement	✓	
3.6	Work accurately with attention to detail	✓	
3.7	Work confidently and maintain confidentiality	✓	
3.8	Excellent time management and organisational skills, including ability to work simultaneously on a variety of tasks and prioritise between them.	✓	
3.9	Provide advice and assistance in an accurate and concise manner.	✓	
3.10	Effective planning and organisation skills	✓	
3.11	The confidence to liaise with staff and stakeholders at all levels of seniority.	✓	
3.12	Ability to exercise sound judgement in decision-making	✓	

3.13	Aptitude to anticipate and think ahead to make ancillary arrangements following as a consequence of diary appointments and meeting outcomes.	✓	
3.14	Effective chasing, tracking and monitoring compliance across a range of activities and plans	✓	
4. Qualities			
4.1	Willingness to work flexibly	✓	
4.2	Personal integrity/honesty	✓	
4.3	Act as an ambassador for the College	✓	
4.4	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally.	✓	
4.5	Resilient and calm in pressurised situations	✓	
4.6	Proactive approach thinking ahead for those managers they are supporting.	✓	
4.7	The ability to build effective relationships	✓	