

# JOB DESCRIPTION

**POST TITLE:** FACULTY PA – BUILDING, AUTOMOTIVE & CIVIL ENGINEERING (50%)  
**POST NUMBER:** WREQ1781  
**GRADE:** MANAGEMENT SPINE P-K

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## JOB PURPOSE

The post-holder responsible for the provision of a confidential and comprehensive business support service to the faculty, including the supervision of other administrative/clerical staff within the faculty and the coordination of marketing activities and events for the faculty.

## KEY RESPONSIBILITIES

- To provide a full range of business support to the faculty;
- To facilitate the work of the faculty by arranging meetings and co-ordinating diaries;
- To act as first point of contact for the faculty for students, staff and external stakeholders;
- To work with enrolments to coordinate the application process of students into the faculty;
- To work with cross college business support areas to facilitate the smooth running of the faculty;
- To work with the Higher Education Directorate to support and facilitate HE provision within the Faculty;
- To undertake, from own initiative, projects assigned by the Head of Faculty, and to manage projects as directed by the Head of Faculty;
- To undertake all necessary administrative functions for meetings (preparing agendas including reports, taking minutes, etc.), summarise action points and monitor the implementation of decisions, progress chase as necessary and report back to the line manager;
- To undertake all necessary administrative duties associated with Engineering and Digital Apprenticeships;
- To take responsibility for ensuring all urgent correspondence is dealt with as a matter of priority. Reply as necessary on behalf of the Head of Faculty, drafting responses to letters and general enquiries for approval before issue;

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- To organise and maintain faculty records including finance and staffing information;
- To access and collate data on the College Management System including student enrolments/registration, withdrawals and student results for the faculty;
- To liaise with the staff within the faculty to plan and implement a range of management tasks and to ensure their prompt and accurate completion by relevant deadlines;
- Complying with Information Security requirements, in line with Weston College policy;
- To work flexibly, including taking on additional tasks and working outside normal hours as required;
- To undertake any other duties commensurate with the grade of post.

## **SUPERVISION AND WORK PLANNING**

The post-holder will be expected to have a proactive approach, be capable of making independent decisions, and use their own initiative under the general direction of the Head of Faculty.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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## CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

## **SALARY**

Management Spine P-K: £9,260.00 to £11,502.50 per annum (actual).

## **HOURS**

Hours of attendance: Part-time, 18.5 hours per week.

Annual leave: 159.25 hours per annum, inclusive of statutory bank holidays.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

*Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

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## FACULTY OF BUILDING, AUTOMOTIVE & CIVIL ENGINEERING

The Faculty of Building, Automotive & Civil Engineering (BACE) offers an exciting suite of high-tech skills development and training opportunities for the Construction and Building Services sector.

The BACE Faculty supports the College to:

- Provide a safe, supportive and inclusive learning culture where students can thrive;
- Enable students to succeed and progress, and prepares them for future challenges;
- Provide excellent teaching and learning as well as business and academic support;
- Maintain its high profile and reputation through successful inspections including Ofsted;
- Attract students to within the faculty;
- Provide outstanding outcomes and progression for students.

On top of this, the BACE Faculty:

- Is the training provider of choice from industry champions such as Persimmon Homes & Wessex Water;
- Offers a range of courses for 16-18 year olds with clear progression routes into industry, enriched with English, maths and work experience opportunities;
- Offers Key Stage 4 vocational pathways for 14-16 year olds
- Offers adult education in the form of part-time, evening and leisure courses;
- Delivers a high quality apprenticeship provision offering over 15 different apprenticeship pathways up to degree-level;
- Is located at the South West Skills Campus with state of the art facilities including training laboratories, IT suites, workshops, and digital classrooms;
- Offers excellent 'point of contact' support for all students including welfare, bursary and learning support;
- Delivers bespoke training models to Industry to meet the diverse needs of industry and LEP priorities.

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent level), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
Educated to Level 3 (A-Level or equivalent).	✓	
A relevant Degree or qualification, which is appropriate to the work.		✓
Professional qualification.		✓
Minimum of 3 years' experience in a role supporting management.		✓
Excellent IT skills.	✓	
Good telephone manner and the ability to deal with people diplomatically but firmly when necessary.	✓	
Self-motivated, proactive and professional.	✓	
Proven track record of hitting deadlines.	✓	
Ability to handle multiple assignments and adapt to on-going changes in business plans and goals.	✓	
Strong organisational skills, flexibility, initiative and the ability to work well under pressure.	✓	
Ability to recognise potential problems and to formulate solutions.	✓	
Experience of an Engineering, Computing and or Educational environment		✓