

JOB DESCRIPTION

Post: PERSONAL ASSISTANT TO SENIOR MANAGEMENT TEAM (SMT)

Responsible To: SENIOR MANAGEMENT TEAM MEMBER

Summary of Post: TO PROVIDE AN EFFECTIVE, EFFICIENT, COMPREHENSIVE AND CONFIDENTIAL, ADMINISTRATIVE AND SECRETARIAL MANAGEMENT SUPPORT SERVICE TO SENIOR MANAGEMENT

Specific Duties:

1. Provide a courteous, confidential and comprehensive administrative and secretarial service of the highest standard.
2. Word processing, checking and producing letters, reports and tables. Creating, working with and printing spreadsheets, producing material as requested.
3. To provide diary support to SMT.
4. To provide diary and e-mail management support to the SMT of the College
5. To ensure SMT are fully prepared for meetings with all necessary documentation, travel directions and accommodation arrangements as required.
6. To prepare reports and correspondence on behalf of the SMT as requested.
7. To book and process attendance for events in a timely manner, responding accordingly to RSVPs.
8. To communicate at all levels and liaise with external and internal persons face to face, by email or by telephone to organise meetings in the diary, maintaining confidentiality and a high standard of professional behaviour at all times.
9. To collate and distribute papers for a range of internal and external meetings which SMT attends
10. To minute meetings as requested and ensure agreed action points are communicated and tracked.
11. To organise and minute student disciplinary meetings that are held by SMT.
12. To be responsible for the booking of rooms for SMT meetings and making any arrangements for hospitality e.g. tea and coffee if required.

13. To co-ordinate with reception to ensure that SMT's external visitors are welcomed upon arrival and escorted to the relevant meeting point.
14. To work in collaboration with the Executive Support Officers to organise the SMT of the College's diaries efficiently.
15. Monitoring regular filing of both electronic and paper documents and operating a continuous audit to previous outdated papers/records being retained.
16. Undertaking specific administrative projects and research at the direction of the SMT of the College.
17. To occasionally support cross-college events e.g. graduation, college awards ceremonies, stakeholders meetings that would take place outside the agreed working hours.

General Duties and Responsibilities:

1. To participate in the staff support and development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health and safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Excellent IT skills, including Word, Excel and Powerpoint	✓	✓	6
2.	Effective teamwork skills.	✓	✓	6
3.	Excellent interpersonal skills.	✓	✓	6
4.	Good verbal and written communication skills.	✓	✓	6
5.	Ability to maintain confidentiality at all times.	✓	✓	6
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	At least two years' secretarial/ administrative experience in a busy business environment.	✓	✓	4
2.	Good time management skills including a high degree of co-ordination skills.	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
3.	Level 3 relevant qualification	✓		4
4.	NVQ Level III in Administration or equivalent level of skill.	✓		6
5.	RSA Stage III Word-processing or equivalent level of skill.	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.