

JOB DESCRIPTION

Post: PA to the Senior Leadership Team

Line Manager: Principal

Salary: £22,911 to £24,297

Business Area: Senior Leadership Team

KEY RESPONSIBILITIES

To provide a full range of administrative support to the Senior Leadership Team of the College.

Main Responsibilities:

- To provide comprehensive administrative support to the Senior Leadership Team, including word processing of correspondence, reports, agendas and minutes of meetings
- To provide IT support to the Senior Leadership Team in the production of documents and generating reports from management information systems
- To deal with external organisations and visitors on behalf of the Senior Leadership team
- To deal with enquiries and to direct them to the appropriate member of staff as necessary
- To communicate effectively at all levels
- To organise meetings as required
- Diary management for the Principal
- To liaise closely with other offices with regard to the day to day administration of the College, including room bookings
- To produce the termly committee timetable in liaison with the Clerk
- To minute meetings as required
- To maintain a filing system
- To assist the HR administration: assist with the recruitment process, DBS as and when required
- To produce offer letters and claim forms for visiting tutors
- Such other duties as may be required by the Senior Leadership Team from time to time

SAFEGUARDING STATEMENT

Ruskin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post will require you to have a DBS Barred Lists check prior to commencement of employment.

The successful candidate for this appointment will be required to apply for an Enhanced Disclosure through the Disclosure & Barring Scheme. Further information on the Disclosure process can be found at: www.gov.uk/disclosure-barring-service-check.

DATA PROTECTION AND CONFIDENTIALITY

All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party; and personal data is only used for the purpose for which it is being held.

EQUAL OPPORTUNITIES

It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the College.

HEALTH AND SAFETY

The post holder will be required to:

- Promote health, safety and welfare throughout the College.
- Undertake their duties and responsibilities in full accordance with the College's Health & Safety Policy and Procedures.
- Take responsible steps to safeguard their own safety and that of others with whom they work.

PERSON SPECIFICATION
JOB TITLE PA to the Senior Leadership Team

BUSINESS SUPPORT AREA SLT

Salary Scale 5, £22,911 to £24,297

TENURE Fixed Term 31.08.21

Criteria	Essential	Desirable	Evidenced by
Professional Knowledge & Experience	Experience in a similar working environment and managing teams Record of achievement in working to tight deadlines Experience of liaising with key internal and external stakeholders. Experience of preparing and submitting committee papers	Experience in FE Knowledge of the FE financial/funding regime Environment Good understanding of tendering & contracting	Application form Interview reference
Skills & Competencies	Have accurate functional ICT and administrative skills Ability to communicate effectively with a wide range of people using various methods Be able to work well as an integral part of a team Ability to organise and manage time effectively, and work to deadlines Organised and keen eye for detail		Application Form Interview Reference
Personal Attributes	Commitment to educational values. Commitment to quality Prepared to work flexibly Empathetic and solution focussed		Interview



	<p>Able to cope with difficult situations</p> <p>Excellent time management skills</p> <p>Able to deal tactfully and efficiently with people</p> <p>Ability to maintain confidentiality</p>		
Others	<p>Understanding of and commitment to the equal opportunities and widening participation policies of the College.</p>		

Reviewed: 21.12.20