

JOB DESCRIPTION (as at July 2019)

Job Title: EXECUTIVE PA TO THE SENIOR MANAGEMENT TEAM

Responsible to: Senior Executive PA to the Principal

Functional Liaison with: Wider Senior Management Team (SMT), Cross-College Managers

Main Purpose: To provide secretarial support and personal assistance to the Senior Management Team, alongside fellow PAs

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. To act as the confidential and personal Executive PA to the wider Senior Management Team; providing a high level secretarial service which will include organising meetings, minute-taking and producing complex documentation in a timely manner and drafting correspondence in relation to standard requests etc.
2. To act as 'front of house' for wider Senior Management Team; undertaking activities such as filtering telephone calls, receiving documents, correspondence and messages, and responsible for ensuring information is forwarded to the appropriate Manager/School/Department in an efficient and timely manner.
3. To have access, as required, to wider Senior Management Team emails to manage their inbox, highlighting any urgent emails or urgent actions arising from them.
4. To be responsible for the wider Senior Management Team's diary including arranging complex travel arrangements, scheduling of reoccurring routine meetings, planning and preparations of events, working in collaboration with the Marketing Department, Conservatoire EAST, Edmunds and the catering facilities as required.
5. To produce/prepare documentation for the wider Senior Management Team in a variety of formats including Word, Excel, PDF, PowerPoint and other reports including confidential material.
6. Provide a professional, supportive and customer oriented service to support wider Senior Management Team; acting as the first point of contact for visitors

to the College, stakeholders, students and parents.

7. To assist with the preparation, drafting and production of documentation for Governors and Board papers, working closely with the Clerk to the Corporation and Cross-College Management Team as required.
8. To assist with the preparation, drafting and production of documentation for Suffolk Academies Trust and Board papers, working closely with the Trust Secretary and Academy Teams as required.
9. Liaise with and proactively collaborate with the Executive PA team to ensure the team gives the best possible service.
10. Assist fellow Executive PAs with their workload in busy times and provide cover in instances of absence.
11. Maintain an accurate and efficient electronic and paper filing system and be responsible for records management including archiving whilst improving paperless working by scanning to a central secure location.
12. Keep a record of receipts for any credit card purchases to ensure the Finance Department are able to record them quickly and efficiently.
13. Raise invoices, credit notes, cheque requests and purchase orders when necessary.
14. Assist at events by the Marketing Department, e.g. Celebration of Achievement and Graduation ceremonies, as required.
15. Arrange room bookings, organise hospitality and order stationery supplies, as required.
16. Book places on conferences and arrange train tickets for the wider Senior Management Team.
17. Ensure that the appearance of their own office and the wider Senior Management Team's office is tidy and well organised.
18. Take a proactive role in the use of IT for document storage and retrieval. Maintaining databases of key data and updating StaffNet and the College web site, as required.
19. Be responsible for ensuring that agendas/papers are prepared sufficiently in advance for meetings and that minutes are accurate. Responsible for the dissemination of information either in advance or after the meeting and for following up actions directly with those who have been assigned actions, to ensure that agreed next steps are carried out in a timely manner.
20. 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.

21. Collect, open and deal with mail and routine correspondence. Draft, produce and sign correspondence when necessary, including processing routine requests e.g. pay claims, trips documentation, capital expenditure requests etc.
22. Liaise with the Cross-College staff to collect information for the College calendar.
23. Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
24. Adhere to the Risk Management Policy and notify the line manager of any identified risk
25. Any other duties commensurate with the grade of the post as required by the line manager.

Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><u>Qualification:</u> Good general education Sound qualifications in Secretarial and/or Business Administration (to at least RSA3/NVQ3) or equivalent</p> <p><u>Knowledge/Skills:</u> Proficient use of Word, Excel, PowerPoint and Outlook Excellent communication and organisational skills Good interpersonal and analytical skills Excellent customer service skills Good knowledge of English grammar and punctuation Strong attention to detail</p> <p><u>Experience:</u> Experience of working in a senior administrative capacity with a good telephone manner</p>	<p><u>Qualification:</u> Degree qualification</p> <p><u>Knowledge/Skills:</u></p> <p><u>Experience:</u></p>	<p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p>

<p><u>Personal Qualities:</u></p> <p>Able to maintain confidentiality Able to remain calm and professional under pressure Able to use initiative to deal with routine matters Able to work flexibly under pressure and to tight deadlines Able to work as a good team player Good people skills</p>	<p><u>Personal Qualities:</u></p>	<p>A, I,</p>
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KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Salary and Conditions of Service

1. Hours: 8.30am until 5pm Monday to Thursday and 8.30am until 4.30pm on Fridays
2. New appointments to the College are subject to a 12 month probationary period and will be on a Business Support Contract.
3. Holidays: 24 days per annum plus public holidays rising to 29 days per annum after 5 years' service. Holiday may not be taken during September in any year. In exceptional circumstances prior written permission must be obtained from a member of SMT.
4. Contributory pension with the Local Government Pension Scheme run by Suffolk County Council.
5. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
6. This job description is current at the date shown. It may be changed from time to time in negotiation with the Post Holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected

characteristics' which include: age ,disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.