



PLUMPTON

COLLEGE

Personal Assistant (PA)

| | |
|-----------------------|--|
| Reporting to: | Vice Principal Curriculum & Quality |
| Working Hours: | 37.5 hours a week 8.30am – 5pm Monday - Friday |
| Salary: | PC S5 points 21 - 25 £28,060 to £31,680 |
| Annual Leave: | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

Job Purpose

The post holder will be responsible for providing comprehensive support of the highest quality to the Vice Principal and the respective teams of staff within that area. This will involve working proactively and in an organised manner undertaking a wide range of administrative duties. The post holder will support the Vice Principal in the management of key stakeholder relationships (internally and externally), strategic projects, and facilitating the nexus between the Assistant Principal and all facets of the organisation. The post holder will need to prioritise workload, have first class communication and IT skills, and the ability to manage expectations of those that the role is supporting.

1. PA Duties

| |
|---|
| a. Provide a professional, confidential, and pro-active support service at all times. |
| b. Provide general office administration and support to the Vice Principal and as instructed to Curriculum Managers/ Directors. |
| c. To provide a professional and prompt response to student, parent, and staff enquiries both in person, by telephone, or by correspondence. |
| d. To link with the MIS team to ensure correct input of relevant student data. |
| e. Provide secretarial and clerical support as required including typing correspondence, arranging and attending meetings, taking and typing of minutes, photocopying, collating, and filing. |
| f. Research, and prepare reports and presentations as requested by the Vice Principal. Track and monitor project actions and outcomes. |
| g. Provide support with payments and invoices liaising regularly with the Finance Department. |
| h. Maintain effective diary and inbox organisation and arrange appointments and travel where necessary. |
| i. Maintain central files and records as appropriate. |
| j. Support cover arrangements for absent teaching staff. |

| |
|--|
| k. Provide support with invigilation of exams and interviews (student and staff) when required. |
| l. Develop positive, productive work relationships, as well as the ability to maintain a high degree of confidentiality and act with tact and diplomacy at all levels. |
| m. Make administrative and procedural decisions and have sound judgement on sensitive, confidential, urgent issues, whilst working under minimal supervision. |
| n. Identify and resolve problems that would not require the Vice Principal's direct involvement. |
| o. Actively seek digital solutions to ways of working. |
| p. Provide administrative support to other parts of the Vice Principal's teams as deemed necessary and directed by the Vice Principal. |
| q. Support and help with the organisation of college events, taster days, student interview, enrolment and induction events as and when required. |
| r. Plan, co-ordinate, and minute cross-college meetings including distribution of papers, reports, and tracking of actions. |
| s. Provide student-facing support at key times, including enrolment, induction, and welcome events. |
| t. Act as a contact point to employers, parents and students, dealing with ad hoc queries, complaints, and disciplinary processes – providing support as required. |
| u. Implement key processes to track and monitor projects, facilitating actions and staff deployment where required. |

2. Continuous Professional Development

| |
|--|
| a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |

c. Further duties

| |
|---|
| a. This role includes line management responsibility of an administrative role. |
| b. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT. |
| c. To adhere to appropriate College policies including (but not limited to) safeguarding, equality & diversity, and health and safety. |

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post

| |
|--|
| a. Educated to A level standard or equivalent. |
| b. GCSE English & Maths at grade C minimum. |
| c. Excellent IT skills including a good knowledge of MS Office. |
| d. Previous experience of working in administration or support. |
| e. Excellent oral and written communication skills, with the ability to communicate with a wide range of people. |
| f. Excellent organisational skills. |
| g. Able to work independently or as part of a team. |
| h. Experience of organising own workload and prioritising tasks accordingly. |
| i. A self-motivated, positive, and pro-active attitude. |

Desirable Criteria

| |
|---|
| a. Educated to degree level. |
| b. Previous experience of working in a PA role. |

CONDITIONS OF EMPLOYMENT**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on

grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.