**PETER SYMONDS COLLEGE JOB DESCRIPTION**

#### Job Title: PA to the Deputy Principal (Stakeholders, Systems & Services) and Director of Finance

**Job Purpose:** To act as Personal Assistant to the Deputy Principal and Director of Finance and work with the team of PAs in the Secretariat

**Responsible to:** Deputy Principal and Director of Finance under the direction of the PA to the Principal

**Responsible for**: Supporting the Deputy Principals and Director of Finance in the effective

preparation and management of their workload and complete administrative

duties in support of HE+ (collaborative programme between the University of

Cambridge and Colleges)

1. Supporting the Deputy Principal (SS&S) in their role as Data Protection Officer.
2. Supporting the Deputy Principal (SS&S)in the administration of areas of responsibility including: Admissions and Marketing, Boarding provision, Freedom of Information, IT and Web Services, Digital Learning, Information systems and Audit.
3. Supporting the Director of Finance in the administration of areas of responsibility including: Audit, Estates, Debt recovery, Finance, Insurance, Lettings, Health and Safety and Sustainability.
4. Administration to include: preparing letters, presentations; drafting routine correspondence; handling incoming correspondence; proof reading documents; maintaining files; producing basic spreadsheets; scheduling meetings and room bookings.
5. Maintaining diaries, greeting visitors, arranging travel and accommodation, scheduling of meetings and communication to internal and external contacts. Setting up and monitoring online meetings and webinars.
6. Minuting meetings, including but not limited to: Safety Committee, Digital Learning Group, Support Managers and Enrolment Group, monitoring whether action points are followed up, where necessary chasing up actions and ensuring that recurring actions and scheduled items are brought forward to meetings in good time.
7. Communicating on behalf of the Deputy Principal and Director of Finance ensuring that all parties receive a professional response and are directed to the appropriate person in a timely fashion. Responding personally to routine enquiries as required.
8. Assisting the Marketing and other teams in the organisation of events including attending and assisting at such events as required.
9. Administration of College policies and related documents.
10. Assisting with the preparation, drafting and production of documentation for Governor and Board papers, working with the Clerk to the Corporation as required.
11. Working effectively with the PA Team to ensure the Senior Management Team are fully supported providing cover and assisting others at busy times.
12. Assisting other departments at busy periods or in case of absence e.g. reception and finance.
13. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
14. Prioritising the safeguarding of all students and participating in training on safeguarding and Prevent matters.
15. Any other duties as may reasonably be required by the Principal.

**PETER SYMONDS COLLEGE PERSON SPECIFICATION**

#### Job Title: PA to the Deputy Principal (Stakeholders, Systems and Services) and

#### Director of Finance

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| **Category** | **Essential** | **Desirable** | **Ascertained by** |
| Qualifications | * Educated to A level or equivalent
 | * Educated to degree level
* IT qualification e.g. ECDL or equivalent
 | Application form /original certificates at interview. |
| Experience | * Ability to use Word to a high level, plus PowerPoint, Excel and Google Drive
* Experience working in education, care or a similar environment
 | * Experience working as a PA or administrator in a large organisation
* Experience of working in Post-16 or secondary education
 | Application form/activity/interview/references |
| **Additional Skills and Abilities** | * Excellent communication skills – written and verbal
* Proven high level organisational and administrative ability
* Proactive in managing own work and the needs of the DP
* Ability to stay calm under pressure
* A team player, happy to work flexibly to assist others
 |  | Application form/interview/ references |
| **Other** | * Display a commitment to the protection and safeguarding of children and vulnerable adults.
* Display a commitment to meeting the individual needs of each student, to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
* Emotionally resilient in response to information on safeguarding and related matters
* High levels of discretion, tact and confidentiality.
* Able to work flexibly, including supporting evening events
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October 2023