

Job Title: PA to the Vice Principal

Job Purpose: To act as Personal Assistant to the Vice Principal and work in the team of PAs in the Secretariat

Responsible to: Vice Principal under the direction of the PA to the Principal

Responsible for: Supporting the Vice Principal in the effective preparation and management of their workload, including, but not exclusively, the following:

1. Supporting the Vice Principal in the administration of areas of responsibility including: Teaching & Learning, Curriculum and Quality, Assessment (including self-assessment), Quality, Risk Management, Exams, Extended Project qualification (EPQ), Staff Development and Learning Resources.
2. Managing flows of documentation relating to curriculum, College self-assessment, Operational Planning and Risk Management.
3. General administration to include: preparing letters, presentations; drafting routine correspondence from the Vice Principal; handling incoming correspondence; proof reading documents; scanning; redacting; maintaining files; producing basic spreadsheets; scheduling meetings, room bookings.
4. Maintaining the Vice Principal's diary, including greeting visitors, arranging travel and accommodation, scheduling of meetings and communication to internal and external contacts. Setting up and monitoring online meetings and webinars.
5. Minuting meetings, 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. This to include regular meetings of Curriculum and Quality, Risk Management, Staff Development Committee and Neighbours Liaison Group.
6. Communicating on behalf of the Vice Principal, 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.
7. Administration of College policies and related documents including strategic and operational plan.
8. Providing administrative support to and working alongside the EPQ Coordinator.
9. Supporting the Deputy Principals as relevant in the administration of their areas of responsibility including: PSC Extra, Tutorial and Lecture Programmes and statutory staff training.
10. Monitoring the College email inbox.

11. Gathering and preparing all necessary information and documentation for Visiting Speaker and College Event Requests prior to SMT submission, managing approved requests across relevant College teams, and ensuring the secure retention of all associated records.
12. Providing administrative support to the Senior Management Team, including managing administrative and logistical arrangements for whole college and staff development training days as well as major whole college staff events.
13. As a member of the Secretariat assisting Marketing and other teams in the organisation for College events including attending and assisting at such events as required.
14. Assisting with the preparation, drafting and production of documentation for Governor and Board papers, working with the Clerk to the Corporation as required.
15. Coordinating documentation requirements for inspection.
16. Working effectively with the PA Team to ensure the Senior Management Team are fully supported providing cover and assisting others at busy times including occasional evening work.
17. Assisting other departments at busy periods or in case of absence e.g. occasional Reception cover.
18. 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.
19. Prioritising the safeguarding of all students and participating in training on safeguarding and Prevent matters.
20. Any other duties as may reasonably be required by the Principal.

Job Title: PA to the Vice Principal (VP)

Category	Essential	Desirable	Ascertained by
<u>Qualifications</u>	• Educated to A level or equivalent	• Educated to degree level • IT qualification e.g. ECDL or equivalent	Application form /original certificates at interview.
<u>Experience</u>	• Experience working in a demanding administrative role • Experience handling strictly confidential or sensitive documents • Experience managing diaries and complex scheduling • Experience minute taking and action points	• Experience of working in Post-16 or secondary education • Experience working in a large organisation • Experience coordinating logistics for events, guests or external inspections • Experience preparing papers for Senior Management Teams and Governors	Application form/ activity/interview/references
<u>Additional Skills and Abilities</u>	• Excellent communication skills – written and verbal • Proven high level organisational and administrative ability • Close attention to detail and proofreading • Proactive in managing own work and the needs of the VP • Ability to stay calm and focussed under pressure • A team player	• Familiarity with cloud document platforms (Google Drive) • Policy management software • Understanding of data protection (GDPR)	Application form/ interview/ references

	• Advanced MS Office skills (Word, Excel, PowerPoint, Outlook) and digital meeting tools (Teams, Zoom)		
<u>Other</u>	• 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. • High levels of discretion, tact and confidentiality. • Able to work flexibly, including supporting evening events		