

- Job title:** PA to the Deputy Principal (Quality)
- Responsible to:** Deputy Principal (Quality) and under the direction of the PA to the Principal
- Job Purpose:** To act as Personal Assistant to the Deputy Principal (Quality) and complete administrative duties in support of cross College activities.

**Responsible for:**

Supporting the Deputy Principal (Quality) in their work, including, but not exclusively, the following:

1. Keeping the diary of the DP(Q), arranging meetings as appropriate
2. Maintaining effective records of the DP(Q)'s areas of responsibility
3. Supporting the DP(Q) and others in the administration of key college processes:

*Under the direction of the Deputy Principal (Quality):*

**HE+**

1. Being the first point of contact for students and teachers for queries relating to HE+
2. Liaising with teachers, partner colleges, the HE+ team and Trinity College Cambridge
3. Implementing the HE+ application processes for the overall programme and visits to Cambridge
4. Organising the HE+ events including arrangements for the launch night, academics evening, and visits to Cambridge
5. Organising and supervising additional staff support requirements, particularly for HE+ launch and university visit evenings.

**Staff Development**

With the day to day supervision of the Staff Development Officer:

6. Supporting Staff Development meetings: including distributing the agenda, booking the room and catering, minuting.
7. Booking rooms, catering and organising room set up for training events.
8. Answering routine queries from staff about training.
9. Liaising with external speakers regarding contact information, invoicing etc
10. Assisting external trainers and similar visitors e.g. provision of directions, parking, catering.
11. Collating registers of attendance at training.
12. Meeting and accompanying trainers if required if the Staff Development Officer is busy.
13. Assisting in the collating of feedback from training.
14. Assisting in the maintenance of the Staff Development section of the intranet.

**Data Protection**

15. Processing and maintaining records of Freedom of Information and Subject Access Requests.
16. Maintaining register of Data Protection Policies, Privacy notices and other data protection documentation relating to third parties.
17. Maintaining record of data protection breaches.
18. Implementing the College archiving process.

**Self Assessment**

19. Managing and maintaining self-assessment reports
20. Preparing review paperwork and maintaining records of completed reports

**Administration of College policies and related documents**

21. Administering the progression of College policies through revision by the appropriate manager and the meeting approval process, publishing after final approval.

22. Ensuring that the correct versions of documents are available on the College intranet and external website

*Under the direction of the Vice Principal:*

### **Extended Project Qualification**

23. Being the first point of contact for students and teachers for queries relating to EPQ, including monitoring attendance.
24. Working with the Exams Office and EPQ Co-ordinator to ensure accuracy of EPQ exam entries and returning projects to former students.
25. Administrative support to the EPQ Co-ordinator including: preparing and distributing paperwork; room bookings; administering meetings; organising trips.

*Under the direction of the Deputy Principal (Students):*

### **Tutorial & Lecture Programme**

With the day to day supervision of the Head of Tutorial & Lecture Programme:

26. Ensuring the preparation and distribution of tutorial materials each week, including liaising with contributors and editing content.
27. Uploading resources on to the Tutorial Intranet and keeping it up to date.
28. Co-ordinate inclusion of student notices to the tutorial materials including unplanned last-minute requests.
29. Attending meetings of Senior Tutor and Directors of Curriculum & Support as required for agenda items on the tutorial programme.
30. Supporting the Head of Tutorial Programme in delivering the SPOT (Student Perception of Tutorial) process and collating feedback to enable results to be analysed.
31. Updating the Tutor Handbook each year and preparing and distributing materials for student induction.
32. With the Head of Tutorial Programme coordination and planning of the Symonds Lecture Programme.
33. Ensure staff support for all Symonds Lectures including cover for staff absence
34. Liaising with external visiting speakers to ensure appropriate DBS checks and/or supervision are in place in line with safeguarding guidelines
35. Supporting visiting speakers during their time at the College

### **Other**

36. Covering the work of the other PAs during their absence and assisting at busy times.
37. Assisting other departments at busy periods or in case of absence e.g. occasional Reception/post cover.
38. Working flexibly, including attending evening events if required.
39. 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.
40. Prioritising the safeguarding of all students and participating in training on safeguarding and Prevent matters.
41. Any other duties as may reasonably be required by the Principal.

June 2022

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<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Educated to A level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>● Educated to degree level</li> <li>● IT qualification e.g. ECDL or equivalent</li> </ul>	Application form /original certificates at interview.
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Ability to use Word to a high level, plus PowerPoint, Excel and Google Drive</li> <li>● Experience working in a demanding administrative role</li> </ul>	<ul style="list-style-type: none"> <li>● Experience working in a large organisation</li> <li>● Experience of working in Post-16 or secondary education</li> </ul>	Application form/ activity/interview /references
<b><u>Additional Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>● Excellent communication skills – written and verbal</li> <li>● Proven high level organisational and administrative ability</li> <li>● Close attention to detail</li> <li>● Proactive in managing own work and the needs of the DP</li> <li>● Ability to stay calm under pressure</li> <li>● A team player, happy to work flexibly to assist others</li> </ul>		Application form/ interview/ references
<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>● Display a commitment to the protection and safeguarding of children and vulnerable adults.</li> <li>● 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.</li> <li>● High levels of discretion, tact and confidentiality.</li> <li>● Able to work flexibly, including supporting evening events</li> </ul>		

## **Terms and conditions**

A full-time post (37 hours a week) for 42 weeks a year which is term time, Enrolment Week and up to three additional weeks (or equivalent hours) at times to be agreed (0.9112 FTE). Normal working hours being Monday to Thursday 8.30 am to 5 pm, Friday 8.30 am to 4.30 pm. An hour's unpaid lunch break.

Salary on the Support Staff Scale in the range points 33 – 35, currently £28,499 - £30,406 per annum full time equivalent. Actual salary £25,968 - £27,706 pa.

Membership of the Local Government Pension Scheme.