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| **Job Description – Admin and PA to Leadership Team** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Reporting to the Head of Centre

**Grade**: SFCA Support Staff Pay Spine Point 17 - 19

**Hours**: 37 hours (PPC), 32.5 hours (Stockton), TTO + 2 weeks

You will provide an exceptionally high standard of confidential secretarial and administrative support to the College Management Team, including Head of Centre, Deputy Head of Centre and Heads of Department at either the Prior Pursglove College or Stockton Sixth Form College site. You will set up new, further develop existing and maintain systems for the management team in order to assist them in the day to day organisation of their work and reduction of their administrative and operational workload.

In addition, you will lend support where required to facilitate effective governance over and above the terms of the SLA with Stockton Borough Council.

**Main responsibilities and duties**:

1) To assist with all aspects of the work of the College Management Team, including but not exclusively:

* opening mail, identifying, prioritising and actioning items not needing the personal attention of a member of the SLT;
* managing and co-ordinating diaries and scheduling appointments and meetings;
* responding promptly and effectively to enquiries, emails and telephone calls, taking messages and/or redirecting/referring communications of critical importance with due urgency;
* setting up, developing and maintaining filing and bring forward systems to ensure timely and effective flow of business;
* providing a central point of contact with the College Management Team for staff to ensure good communication with the administration teams at both college sites;
* arranging meetings, conferences, lectures, and seminars including preparation of materials, booking rooms, organising resources, catering, car parking etc;
* receiving and welcoming visitors, providing a responsive and helpful point of contact for people and organisations and providing hospitality when required;
* producing letters, minutes, reports and papers of both a general and confidential, personal and sensitive nature;
* developing and maintaining an effective central filing and retrieval system for key documents;
* Servicing meetings of the Senior Leadership and College Management Teams including the production and distribution of agendas, papers and minutes;
* Supporting the College’s quality and self assessment processes through the collection, inputting and maintenance of data and production of reports.

2) Governance Support:

* Facilitate and support the link governor scheme with college departments
* Assist with the organisation of governor engagement events with staff and students
* Arrange and organise hospitality requirements for Governors meetings
* Provide assistance to the Clerk as required

3) *A*ssisting members of the College Management Team through general admin and secretarial support.

4) Provide clerical support for faculties in administrating the Quality Audit checks including observations, learning walks, learner forums, work scrutiny groups and course/lesson planning.

5) Supporting, time permitting, the work of the main college office and other members of staff as required.

6) In addition, other duties as required at different times of the year commensurate with the grade/post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed ……………………………………………………… Dated ………………………….

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| **Person Specification – Admin and PA to Leadership Team** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

**Essential**

* At least 2 A levels or equivalent Level 3 qualification.
* Proven organisational and office skills including setting up and maintaining filing and retrieval systems.
* Excellent ICT skills in particular word processing, spreadsheet and powerpoint.
* The ability to use database systems e.g. MIS as an end user to input and retrieve data. Carry out analysis of data from reports at a fundamental level.
* Good shorthand or note taking skills
* Ability to write clear and well structured letters, emails and reports.
* Strong interpersonal and communication skills and an excellent telephone manner.
* Positive attitude to team work and working with others.
* Ability to organise workload, work accurately and complete tasks on time in a pressured environment.
* Commitment to providing an excellent service and attention to detail.
* Flexible and adaptable approach to work and willingness to develop skills.
* Ability to work on your own initiative but know when to seek and take advice.
* Recognise the importance of confidentiality and ensure that it is maintained
* Enthusiasm for the job and ‘can do’ attitude.
* Commitment to the educational mission of the Trust
* A smart and professional appearance.

**Desirable**

* Experience of working with senior managers.
* Experience of working in an educational setting.