



# JOB DESCRIPTION

**POST TITLE:** PA TO THE PRINCIPALSHIP – HE  
DIRECTORSHIP (MATERNITY COVER)

**POST NUMBER:** WREQ3095

**GRADE:** PRINCIPALSHIP PA SCALE

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## JOB PURPOSE

As PA to the Principalship, you will be responsible for the provision of a confidential and comprehensive administrative and Personal Assistant (PA) service to the Principalship. You will form part of the team of PAs to support the Corporate Management Team Directorate and other areas, as appropriate, with regard to holidays, sickness, and exceptional workload peaks. In addition, you will be participating in marketing activities and liaising with external agencies, as appropriate.

## KEY TASKS AND DUTIES

As post-holder, you will be responsible for the following:

- Providing the full range of administrative and PA duties for the Principalship.
- Facilitating the work of the Principalship, by arranging meetings, co-ordinating diaries, and transmitting information between offices.
- Acting as the first point of contact for general liaison with external agencies.
- Undertaking research, as necessary, to provide the Principalship with background papers and presentation materials on specific projects to ensure sufficient briefing on matters of importance prior to meetings, discussions, etc.
- Undertaking, from own initiative, projects assigned by the Principal.
- Undertaking all necessary administrative functions for meetings (e.g., preparing agendas, including reports, taking minutes, etc.), summarising action points, and monitoring the implementation of decisions, and progress chasing, as necessary, and reporting back to the Principalship or designated manager.



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- Being responsible for ensuring that all urgent correspondence is dealt with, as a matter of priority, and replying, as necessary, on behalf of the Principalship.
- Drafting responses to letters and general enquiries for approval before issue.
- Maintaining filing and record systems, as appropriate.
- As part of the Corporate Team Directorate, assisting in / being responsible for a range of administrative functions.
- Undertaking progress chasing, as required.
- Liaising with the College Senior and Middle Management Team, as appropriate, to plan and implement a range of management tasks and to ensure their prompt and accurate completion to relevant deadlines.
- Participating in college meetings / groups requiring secretarial and administrative representation, as required.
- To support organisation of key College events including Graduation and UCW Awards.
- To liaise with academic staff and complete timetables for all HE programmes.
- Working flexibly, including taking on additional tasks and working outside normal hours, as appropriate.
- Undertaking the role of Senior PA, if directed by the Principal, for which an honorarium will be paid.
- Meeting the requirements of the Health and Safety at Work Act 1974, and the College's Health and Safety Policies.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking any other duties, commensurate with the grade of post.



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## HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. Staff are required to refer to Weston College Health and Safety Policies in respect to their specific duties and responsibilities.

## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## SUPERVISORY RESPONSIBILITY

None.

## SUPERVISION RECEIVED

As post-holder, you will receive general supervision from the Principal. However, given the nature of the work of the Principalship, you will often have to work from your own initiative.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

## SALARY

Principalship PA Scale, Points 1 – 9: £20,859.00 to £27,544.00 per annum.

## HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual Leave: 318.5 hours per annum, inclusive of statutory bank holidays and company closures.

*The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.*

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
Educated to Level 3 (A Levels, or equivalent).	✓	
High level of word processing.	✓	
Proven experience in supporting management.	✓	
Ability to co-ordinate and train other administrative support staff.	✓	
Excellent capacity to schedule tasks and hit key deadlines.	✓	
Capacity to develop realistic action planning in a calm and organised fashion.	✓	
Professional ability to handle confidential data in appropriate manner.	✓	
Ability to handle multiple assignments and adapt to on- going changes in business plans and goals, alongside strong organisational skills, flexibility, initiative, and the ability to work well under pressure.	✓	
Demonstrate a high degree of professionalism in dealing with internal and external clients, and the ability to interact and communicate with all levels of staff.	✓	
Able to recognise potential problems and to formulate solutions.	✓	
Significant experience as a senior officer in an organisation.	✓	

# PERSON SPECIFICATION

Background and working knowledge of administrative operations, being able to rely on experience and judgement to plan and accomplish goals.	✓	
Proficient in MS Word, Excel, PowerPoint, etc.	✓	
Degree-level qualification, which is appropriate to the work.		✓
Professional Qualification.		✓
Possession of a shorthand qualification.		✓
Significant experience in a role supporting management.		✓
Excellent IT skills.	✓	
Good telephone manner and the ability to deal with people diplomatically, but firmly, when necessary.	✓	
Self-motivated, proactive, and professional.	✓	
Proven track record of hitting deadlines.	✓	
Ability to handle multiple assignments and adapt to on- going changes in business plans and goals.	✓	
Strong organisational skills, flexibility, initiative, and the ability to work well under pressure.	✓	
Ability to recognise potential problems and to formulate solutions.	✓	
Driving Licence and access to own transport.	✓	
Flexible approach to hours of work, place of work, and cover needed for holidays.	✓	