

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	PA to Deputy & Vice Principal
Job Purpose:	To provide effective secretarial and administrative support for the Deputy Principal and Vice Principal (Curriculum)
Accountability to:	Deputy Principal and Vice Principal (Curriculum)
Responsible for:	None

Key Responsibilities and Key Tasks:

1. To provide effective PA support for the Deputy & Vice Principal

- a. Maintain diaries and appointments.
- b. Deal with post and other communications as required.
- c. Produce correspondence using appropriate technology and media.
- d. Liaise with staff, students, parents and external stakeholders on behalf of the Deputy & Vice Principal.
- e. Organise hospitality/functions on behalf of the Deputy & Vice Principal.

2. To provide effective administrative support for Senior Management activities

- a. Provide secretarial support for meetings as required, for example Education Committee, Business Committee and Curriculum Committee.
- b. Coordinate annual quality assurance meetings and complete accompanying administration.
- c. Coordinate annual review of Service Level Agreements.
- d. Assist VP Curriculum in gathering subject and cross college budget requests.
- e. Research and collate information for senior management reports
- f. Support Deputy Principal to maintain information on the Publication Scheme for the college.
- g. Administration of Freedom of Information requests.
- h. Administration of annual directed time agreements for part-time staff.
- i. Provide administrative and front-of-house support for college events.
- j. Maintain and update SharePoint sites as required.
- k. Liaise with other departments including HR, Finance and Clerk to the Governing Body.

3. Any other duties

- a. Undertake any other reasonable tasks, as required.