

## JOB DESCRIPTION

**Job Title:** PA to the Principal and Deputy Principal

**Line Manager:** Principal

### Summary of Job

The role entails providing comprehensive administrative and secretarial support primarily to the Principal and Deputy Principal of the College, encompassing tasks like managing correspondences, preparing and filing documents, arranging appointments, and facilitating meetings, alongside managing visitors and aiding in community liaisons. Additional responsibilities include offering occasional secretarial assistance the Director of Finance and Estates, supervising other secretarial staff, and occasionally organising cover for reception duties.

### Responsibilities

#### 1. Principal

##### A) Communication Management:

- Monitor the Principal's mail/e-mail, ensuring correspondence is handled promptly and efficiently.
- Take messages, filter telephone calls, and manage communications to prioritise urgent matters.
- Liaise with the Clerk to Trustees about arrangements for Trustees and Members.
- Assist the Principal in dealing with inquiries and liaising with the local community.

##### B) Document and Record Keeping:

- Prepare documents as needed for the Principal and keep oversight of policies that require review.
- File both physical and digital documents in accordance with the Principal's wishes.
- Minute the weekly Staff Briefing and publish a weekly update via MS Teams.
- Assist in organising, setting agendas, and taking minutes of the Principal's meeting groups.

##### C) Scheduling and Appointment Management:

- Arrange appointments and manage the Principal's diary to ensure smooth day-to-day operations.
- Help with arrangements for College functions (e.g., Parent/Tutor Evenings).
- Manage student holiday requests and keep track of Senior Leadership Team holiday cover.

##### D) Visitor and Event Management

- Receive the Principal's visitors, ensuring they are welcomed and provided with refreshments.
- Coordinate and assist with arrangements for College functions and events.

##### E) Employment-Related Tasks:

- Assist the Principal with employment matters, including complaints.
- Support with the administrative aspects of staff management and coordination.

##### F) Community and External Relations:

- Assist the Principal in liaising with the local community and managing external relations.
- Handle inquiries and correspondences related to community and external affairs.

## **2. Deputy Principal**

### **A) Communication Management:**

- Take messages, filter telephone calls, and manage communications to prioritize urgent matters.

### **B) Document and Record Keeping:**

- Assist in organising, setting agendas, and taking minutes during various meetings.
- Work in conjunction with the Deputy Principal to create a yearly Calendar and set the term dates
- To assist the Deputy Principal organise College events such as Joint Reviews and meetings.

### **C) Scheduling and Appointment Management:**

- Arrange appointments and manage the DP diary to ensure smooth day-to-day operations.

### **D) Visitor and Event Management**

- Receive visitors, ensuring they are welcomed and provided with refreshments.
- Coordinate and assist with arrangements for College functions and marketing events.

### **E) Enrolment**

- Work with the Deputy Principal and the Estates manager to set up 6.1 and 6.2 enrolment.
- Collate information with HR on when part time teaching staff will be available during enrolment.
- Organise the allocation of support staff roles during enrolment
- Work with the Deputy Principal and Estates manager to help co-ordinate 6.1 enrolment

## **3. Secretarial Support and Co-ordination**

- To provide where required, secretarial support to the Director of Finance and Estates.
- To line manage the secretarial work of the two secretaries to the divisions.

## **4. Reception Cover**

- To provide or facilitate cover for reception when required.

## **5. Other Duties:**

- To demonstrate an awareness of and commitment to health and safety and safeguarding.
- To demonstrate an awareness of and commitment to equality and diversity.
- To carry out other reasonable requests as required by the Principal.