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| Post Title | Personal Assistant to the Strategic Leadership Team (SLT) | | |
| Grade / Spinal point | Grade – by negotiation depending on experience | Salary | By negotiation depending on experience |
| Accountable To | Headteacher | | |
| Accountable For | | | |
| Commencement Date | September 1 st 2016 or sooner | | |
| Permanent / Temporary / FTE | Permanent up to 1.0 FTE although part time staffing (Minimum of 52 weeks a year) | | |

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| School Purpose | Job Purpose |
| Our purpose is <i>Creating Individuals, Making Futures</i> | To enable the SLT to be the best they can be. Supporting the shaping of systems and processes to be as efficient as possible. |

| Key Accountabilities (Overview) | | |
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| A. | School Thematic Accountabilities | Pedagogy, Research, Innovation, Creativity, Community, The Arts |
| B. | Specialist Role Functions | Personal Assistant |
| C. | Corporate Accountabilities | Transformation (City & Education), Image & Promotion, Partnerships, Safeguarding |
| D. | Line/Project Management Accountabilities | None / Clerking to Governors enabling a cohesive approach between the School and Plymouth College of Art |

| Job Description | | |
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| A. | School Thematic Accountabilities | |
| A.1 | Pedagogy | Enable the SLT to have the greatest impact |
| A.2 | Research | Support the co-ordination and communication around this area |
| A.3 | Innovation | Develop a clear understanding of the schools distinctiveness and enable SLT to have the greatest impact |
| A.4 | Creativity | Ensure that evidence and process is rigorous and recorded |
| A.5 | Community | Enable the SLT to have a greater reach through efficient processes |
| A.6 | The Arts | Working to connect SLT to wider staff, College of Art and wider arts community |

| Job Description | | |
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| B. | Specialist Role Functions | |
| B.1 | Organisation | <p>To enable the SLT to be the best they can be the post holder will work in the following areas</p> <p>To assist the SLT with the administrative management of their functions and tasks managed within the office. For example:</p> <ol style="list-style-type: none"> 1) Organising / supporting e-mail, diary 2) Preparation for and attendance at events, conferences, meetings including the development of agendas, organising hospitality, travel arrangements and taking minutes / action points where necessary 3) Provide typing, minute taking/action lists as required 4) Maintain a high level of confidentiality |
| B.2 | Communication | <p>To maintain the highest standard of quality at all times, dealing politely and clearly with external organisations and staff. This includes:</p> <ol style="list-style-type: none"> 1) To be a welcoming presence including meeting and greeting guests and organising refreshments. To make full use of the school systems, in order to inform the function of the SLT 2) To act as first point of contact for telephone calls for the SLT and to re-direct enquiries as necessary 3) To work closely with the College of Art building the continuum |
| B.3 | Efficiency | <p>To plan and organise a daily workload, prioritising accordingly and also, within the SLT, to effectively manage the day to day enquiries to the SLT leadership space. This will include:</p> <ol style="list-style-type: none"> 1) To act as first point of contact for telephone calls and to re-direct enquiries as necessary within the College. 2) Maintaining an effective log of work, circulars and letters that require responses and ensure reminders are given as appropriate. 3) To negotiate corporate rates with selected local hotels / transport etc. |
| B.4 | Research | <p>To undertake research assignments as requested by the SLT. This includes:</p> <ol style="list-style-type: none"> 1) Providing timely, accurate and comprehensive reports 2) Making recommendations for appropriate action 3) To draft responses to queries received in the office and undertake research as appropriate to deal with the responses |
| B.5 | Evidence | <p>To support the digital and hard copy filing and organisation of documentation across the SLT team. This includes:</p> <ol style="list-style-type: none"> 1) Self Evaluation processes 2) Minutes 3) Development Plans 4) Work with governors 5) Ensuring that policies and procedures are up to date |

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| B.6 | Governance | <p>Working with the Headteacher and Chair of Governors supporting the efficient running of the governing body. This includes:</p> <ol style="list-style-type: none"> 1) Minute taking 2) Circulation of agendas and associated reports and documentation 3) Communication linked to governance <p>This Job Description is not exhaustive but illustrates the key responsibilities and expectations. Other activities may be required on occasion due to need such as absence. New developments may reconfigure the needs of your role and such aspects will be developed with your involvement</p> |
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| Job Description | | |
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| C. | Corporate Accountabilities | |
| C.1 | Transformation | Maximise transformation through working with the college, local, regional, national and international partners as highlighted in the school thematic. |
| C.2 | Brand | Maintain the interests and professional reputation of the school, its sponsor and partners ensuring that they are positively reflected in the wider community. |
| C.3 | Partnerships | Maintain a range of mutual, purposeful partnerships that will support our core purpose |
| C.4 | Safeguarding | Promoting and ensuring safe working practices in line with school policies for Safeguarding, Health and Safety, and relevant aspects of the curriculum including visits. |

| Job Description | | |
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| D. | Line/Project Management Accountabilities | |
| D.1 | No. People - Team/KS | None unless specified by mutual prior arrangement |
| D.2 | Functions | Specified projects that are time limited as agreed with SLT |
| D.3 | Budget | Possible budget linked to specialism |

Person Specification

| Competency | Descriptor | How Identified AF : Application Form QC : Qualifications Check SP : Selection Process Presentation SI : Selection Process Interview SA : Selection Process Activity RF : Reference |
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| Qualifications | | |
| Q1 | Educated to A level standard with demonstrable proficiency in English Language and Mathematics. | AF, QC |
| Q2 | Excellent oral and written skills. | SI |
| Q3 | Computer literate and competent user of Microsoft office packages including Word, Excel and PowerPoint.. | AF, QC, SI |
| Q4 | Full driving license | AF |
| Knowledge and Experience | | |
| K1 | Proven experience of strong administration and organisational skills using initiative, planning and forward thinking | |
| K2 | Experience of taking accurate and detailed minutes | |
| K3 | High level IT and analytical skills – producing reports and complex statistics together with the ability to analyse and report on spreadsheets and databases | |
| K4 | High quality communication skills, both written and verbally. | |
| K5 | High level of experience, efficiency and accuracy in providing administrative support in a pressurised environment. | AF, SI, RF |
| K6 | Previous experience of working with Leadership Teams | AF, SI, RF |
| K7 | Previous experience of working in an educational environment. | AF, SI, RF |
| K8 | Previous experience of working in an business environment. | AF, SI, RF |
| Personal Qualities | | |
| P1 School Thematics | Willingness to engage in activities relating to Pedagogy, Research, Innovation, Creativity, Community | SP, SI, SA, RF, AF |
| P2 Working as a team | Is a team player that focuses on the needs of people and handles disagreement professionally. | AF, SI, RF |
| P3 Attitude to work | A “can do” approach to issues, willingness to learn utilising practical problem solving skills. | AF, SI, RF |
| P4 Confidence | Confidence and willingness to challenge members of the SLT to consider other viewpoints | AF, SI, RF |
| P5 Flexibility | A flexible attitude to working hours, locations and requirements | AF, SI, RF |
| P6 Independence | Ability to work independently on own initiative with minimum supervision alongside willingness to ask for help if required | AF, SI, RF |
| P7 Professionalism | Shows a high level of professionalism that reflects the aspirations of the organisation, even under pressure | AF, SI, RF |