

# Northern College

## Role description for PA to Principal and College Manager

### Overview of role:

The Personal Assistant will provide secretarial, administrative, and organisational support to the Principal and College Manager. The PA will primarily work with the Principal, but also support the College Manager with specific areas of administrative work, and a particular times during the year.

### Details

- Salary: £28,000 to £30,000 per annum
- Full time appointment: 37.5 hours per week
- An office space will be provided at the Luther King Centre, but there may be opportunity for limited home working.
- Core working hours: 9.30 to 4.30, Monday to Friday.
- Role may require periodic travel to meetings in London, Birmingham and other cities.
- The PA is primarily responsible to the principal.

### Main duties and responsibilities:

#### *Support for principal*

- To provide full personal assistant support to the Principal and other administrative tasks as required.
- To ensure that effective planning and administrative systems are in place and maintained to support the Principal in their role.
- To manage all correspondence and calls to the Principal, including managing the Principal's email inbox - reviewing incoming emails, drafting routine correspondence, and responding to urgent items.
- To proactively manage and coordinate the Principal's diary by prioritising and arranging internal and external meetings.

### *Support for College Manager*

- Manage an effective electronic and paper-based filing and retrieval system to enable accurate and up to date information to be accessed quickly and easily.
- To respond to enquiries from members of the public, outside organisations such as denominational representatives, students, members of staff, and governors.
- Implement and maintain all College policies and procedures.
- Devise and maintain College Staff Handbook
- Provide administrative support when College Manager requires extra support – End of Month Accounts, Annual Review Planning and when Audit is taking place.

### *General duties*

- Organise own work, co-ordinating projects, setting priorities, meeting deadlines and following up on work assignments.
- To provide support for College meetings – arranging them, drafting agendas, collating papers and reports, taking minutes and following up action points.
- Recognise confidential and sensitive matters and handle these appropriately.
- To plan and manage key organisational internal and external events including progress chasing and ensuring deadlines are met.
- Meet and greet visitors and provide a welcoming environment
- Undertake such additional duties or projects as the line manager may determine from time to time, after consultation with the postholder