

Job Description and Person Specification

Job Title:	PA to the Deputy Principal and Office Manager
Responsible to:	Head of Administration and Executive Support
Core Job Purpose:	To provide high quality administrative support for the Deputy Principal and to ensure the Sixth Form Office is well managed. To manage sixth form administration systems and processes ensuring they are well organised, expertly delivered and provide exceptional quality in supporting sixth form processes.

This main activities and responsibilities are to:

- 1.1 Manage the appointment diary and all the administration needs of the Deputy Principal.
- 1.2 Provide PA support to other SLT colleagues if required when they visit the site.
- 1.3 Input, maintain and manipulate relevant data using the Sixth Forms' Information and Recording systems, producing documents, reports and correspondence as required.
- 1.4 Manage the office function and administration staff including the Reception and General Office.
- 1.5 Ensure a high quality of service for staff, students, visitors and key stakeholders such as parents/guardians.
- 1.6 Line manage the support staff in the General Office.
- 1.7 Organise the administrative arrangements for activities such as enrolment, parents' evenings, careers, curriculum and pastoral support and open days.
- 1.8 Input, maintain and manipulate relevant data using the Sixth Form's Information and Recording systems, producing documents, reports and correspondence as required.
- 1.9 Produce well laid out and accurate communications such as letters, emails, documents and reports for internal and external use.
- 1.10 Ensure accurate records are maintained and well organised with comprehensive filing systems.
- 1.11 Manage communications including correspondence and telephone calls so that messages and documents are handled properly and efficiently.
- 1.12 Liaise with a range of people, ensuring that communications are accurate and reflect the efficient operation and ethos of the Sixth Forms.

- 1.13 Use computer functions and packages such as Teams, Word, PowerPoint and Excel expertly as required.
- 1.14 Support and contribute to a range of administrative functions as required.
- 1.15 Taking part in professional development activities including appraisal.
- 1.16 Promote equal opportunities for students and staff.
- 1.17 Undertake other tasks as required by the Deputy or Executive/Deputy Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.2 A good standard of education to Level 3 or equivalent.
- 2.3 A high level of IT skills and good working knowledge of the Sixth Forms' software.
- 2.4 The ability to work with and manipulate data for a range of purposes.
- 2.5 Experience of working in a busy office and the ability to complete tasks independently within agreed timescales.
- 2.6 Experience of managing staff is desirable.
- 2.7 The ability to manage/co-ordinate staff and team tasks.
- 2.8 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.9 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.10 A good confident telephone manner and strong oral and written communication skills.
- 2.11 The ability to work effectively in a team and with a range of people.

- 2.12 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.13 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.14 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.