
Job Description for PA to the Principal and Senior Team and Clerk to the Advisory Group of New College Bradford

Responsible to:	The Principal, New College Bradford
Based at:	New College Bradford
Paid on:	Band H of the NCLT Support Staff Scale (£24,482 - £26,913 fte). Depending on experience. Part time 9am – 2pm (25 hours a week), 40 weeks per year (0.6006) Actual salary £14,704 - £16,164

OVERALL PURPOSE OF THE POST

- To provide a comprehensive and highly confidential administrative and support service to the Principal of New College Bradford and senior team.
- To provide clerking duties to the Advisory Group of New College Bradford under the direction of the Clerk to the Trust.

MAIN DUTIES

- Provide an effective and efficient administrative and secretarial support function for the Principal and senior team, taking independent and pro-active action where appropriate to resolve administrative matters.
- Use Microsoft Word, PowerPoint, Excel or other software packages, to provide a high quality and efficient service, in preparing documents and reports, as directed by the Principal and senior team.
- Facilitate a variety of meetings involving the senior team. Ensure agendas are prepared, participants are informed, relevant papers circulated and accommodation and refreshments ordered/delivered. Minute the meetings themselves and ensure, once agreed, minutes are distributed accordingly.
- Provide direct support to the Principal and senior team in the handling and management of email and written correspondence.
- Operate and manage the principal's telephone, screening and diverting calls as appropriate.
- Provide diary support for the Principal and senior team as required, arranging appointments and maintaining schedules effectively.
- Action or distribute incoming mail addressed to senior managers.
- Receive and greet visitors to the senior team, providing refreshments if necessary.
- Maintain a comprehensive and accurate filing system (paper and electronic) for the relevant senior managers.
- To observe at all times rules of confidentiality appropriate to the post.
- Work within the Trust guidelines of Data Protection.
- To provide lunch time cover for other support roles as necessary, including Reception and the LRC.
- As part of the wider college/Trust support team, you may be asked to provide additional assistance in other areas of the college depending on college priorities and as directed by the Principal.
- Undertake other duties as requested.
- **You may be required to work up to 2 evenings per academic year to support Trust events.**

Clerk to the Advisory Group:

- Liaise with the Clerk to the Trust on governance matters relating to New College Bradford to ensure a consistent Trust approach.
- Clerk and facilitate all Advisory Group meetings at New College Bradford, preparing and distributing agendas and papers, arranging facilities, attending meetings, taking minutes and recording actions and giving advice on procedure as necessary. **This will involve some evening work as part of this role.**
- Ensure effective and efficient clerking of the local Advisory Group meetings, enabling proceedings to be conducted in accordance with the articles of association, scheme of delegation, statutory and legislative requirements and procedural best practice.
- Keep a record of Advisory Group member attendance at all meetings, including apologies received, to monitor that a meeting remains quorate (notifying the meeting chair if the meeting ever becomes non-quorate).
- In consultation with the Clerk to the Trust, advise the relevant chair and senior leaders on the proper exercise of their powers, procedural and legislative matters, and in relation to governance best practice, where appropriate.
- Be familiar with the key compliance documents and ensure the conduct of all meetings comply with these, as directed by the Clerk to the Trust.
- Assist the Clerk to the Trust in maintaining a record of the membership, terms of office, membership of committees, business interests etc, notifying of any vacancies, making arrangements for appointments and elections, and advising on strategies for recruiting Advisory Group members.
- Be responsible for your own continuous development, undertaking training as required and keep up-to-date with current education developments and legislation affecting Advisory Group governance of multi-academy trusts.
- Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- Act as correspondent for the Advisory Group, maintaining appropriate records.
- Provide other administrative support to Trust governance, including other ad hoc meetings, such as disciplinary and appeals, as and when required and a willingness to provide clerking cover at other locations within the Trust on an ad-hoc basis, if necessary.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for PA to the Principal and Senior Team and Clerk to the Advisory Board of New College Bradford

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of using Microsoft Word and Excel to an intermediate level. • Experience of minuting meetings. • Experience of working in an administrative role. • Experience of maintaining efficient filing systems. • Experience of using computerised administration systems. 	<ul style="list-style-type: none"> • Experience of clerking within an Academy/educational setting.
Education and Training	<ul style="list-style-type: none"> • Excellent standard of English and written communication. • Willingness to undertake further training relevant to the post. • Excellent word processing skills. 	<ul style="list-style-type: none"> • Evidence of continuous professional development. • IT qualification at Level 3 or equivalent.
Special Skills and Knowledge	<ul style="list-style-type: none"> • An understanding of how to handle sensitive data of a confidential nature. • The ability to behave in a corporate way, communicating and promoting the college's vision and values to staff, students and stakeholders. • The ability to handle pressure, to prioritise tasks and to meet deadlines. • Customer service/care approach to work. • Good problem-solving skills. • Excellent organisation and time management. • Attention to detail/accuracy. • Ability to follow pre-defined procedures. • Ability to take an overview. 	<ul style="list-style-type: none"> • Ability to interpret and understand official documents, Instruments and Articles of Association. • Knowledge or previous experience of education legislation, guidance and legal requirements.
Personal Skills and Qualities	<ul style="list-style-type: none"> • Ability to communicate at all levels (both internally and externally). • Ability to work effectively as part of a team but also to work using your own initiative. • Openness to change and innovation. • Ability to cope with unexpected situations. • Ability to deal with matters of a confidential nature. 	
Additional Factors	<ul style="list-style-type: none"> • Enthusiasm and commitment for the post. • An interest in working in the education sector. • Flexible approach to work – ability to work early mornings/late evenings when required and to move across sites in the trust when required. • Commitment to equal opportunities and safeguarding. 	