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JOB DESCRIPTION

POST TITLE: PA to the Principal /CEO

POST GRADE: Support Scale 6

RESPONSIBLE TO: The Principal

LIAISES WITH: All internal staff, students, parents, the Governing Body, Senior Leadership Team, professional bodies and associations, partners, external agencies.

1. **THE COLLEGE**

The sixth form college for South Oxfordshire and the Thames Valley, The Henley College attracts highly ambitious students from over 100 schools across Buckinghamshire, Berkshire and South Oxfordshire, thanks to its reputation, the quality of its courses and excellent transport links.

With over 40 high-achieving A Level and vocational diploma courses on offer, as well as apprenticeships and other opportunities, students are guided towards choosing the route that is right for them, taking into account their individual needs, aspirations and potential. Students are further challenged by the College’s Gifted and Talented Academy and enrichment offering, including the Extended Project and Sports Development Programme. Home to upwards of 1,800 full-time students, results are consistently high and compare favourably with more selective institutions in the area.

In 2010 Henley became the first college in the UK to be granted a change of status to become a sixth form college. It is also proud to be the only sixth form college in Oxfordshire, Berkshire and Buckinghamshire to be awarded the highest accolade in the post 16 sector, by the Department of Education.

**OUR VISION**

An outstanding sixth form college for all.

**OUR MISSION**

Supporting our students to achieve their best by providing the highest quality of academic and vocational teaching and learning.  An unrelenting focus on continuous quality improvement.  Promoting high expectations, providing excellent pastoral care, welcoming individuality and developing independence.

1. **THE POST**

A PA role taking responsibility for all aspects of the effective and efficient running of the Principal’s Office, involving co-ordinating and directly supporting the work of the College Principal in all areas including internal communications and staff engagement.

1. **MAIN ACTIVITIES AND RESPONSIBILITIES**

3.1 To be the main point of contact for enquiries to the Principal’s office both internally and externally and to provide personal assistance to the Principal. This involves managing and directing communications with the Principal including:

* Managing queries of a complex and sensitive nature on a daily basis from a wide range of sources, and responding appropriately to phone calls, emails and personal enquiries
* Dealing with correspondence including distribution and drafting of responses; dealing directly with routine correspondence and discreetly with confidential items
* Updating enquirers to matters being dealt with by the Principal
* Receiving and dealing appropriately with a wide range of callers and visitors, including staff, students, Governors, local Councillors, Government Officers, MPs, visiting dignitaries
* Receiving and processing complaints on behalf of the Principal, and to deal tactfully and sensitively with complainants
* Liaising with individuals and agencies over confidential matters relating to students, parents and staff
* Managing the Principal’s diary
* Compiling reports for the Principal and producing other documents and returns as required by the Principal
* Liaising with members of the Governing Body on behalf of the Principal
* Planning and managing events/large scale meetings as designated by the Principal.
  1. To assist the Principal in maintaining good internal communications with staff. To plan and produce internal communications on behalf of the Principal including:
* managing the weekly staff communications (Staff Briefing)
* providing an edited version of the SLT notes for Staff Zone
* planning and drafting ad-hoc communications from the Principal to Staff, Students, Parents and Governors
* liaising with the Marketing Department regarding external communications and updates to the website as required by the Principal.
  1. To assist the Principal in staff engagement activities including:
* planning and chairing the Support Staff Forums twice a term.
  1. To co-ordinate meetings and produce accurate minutes of Senior Leadership Team and cross-College meetings, including taking follow-up action where appropriate for: Risk Management; Health & Safety; Marketing; Environmental Policy; Programme Leaders meetings. To co-ordinate and produce accurate minutes for union related meetings including the CUEPG.
  2. To assist in the management of recruitment days for senior level posts in liaison with HR.
  3. To monitor the budget and authorise expenditure of the Principal’s Hospitality budget.
  4. To manage the Principal’s files both manual and electronic.

**GENERAL RESPONSIBILITIES**

* To identify personal and professional staff development needs to meet the College’s Strategic and Operational Plan.
* To ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during College processes, for example Appraisal.
* To participate in the College Appraisal Scheme.
* To be responsible for ensuring that the duties and responsibilities detailed in the College Health and Safety Policy are adhered to and carried out.
* To maintain awareness of the requirements of the College Health and Safety Policy.
* To read and apply the College Safeguarding procedures and to ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out.
* To read the College Single Equality Scheme and to act in accordance with statutory obligations under the equality duties and in compliance with current Equality and Diversity legislation.
* To ensure adherence to the College Data Protection Policy.
* To work to the College quality standards and systems within the context of the College quality systems.
* To undertake such other duties and responsibilities as are appropriate to this level of post.

**THE PERSON**

**Essential Skills and Characteristics**

* The ability to work without supervision and, when required, to direct the work of others.
* Personal qualities of initiative, commitment, flexibility and the ability to work at a high level of confidentiality and to deadlines.
* Previous experience of working as a PA.
* The ability to minute and administer meetings.
* Good standard of education.
* Excellent secretarial and administrative skills and experiences of working with Word for Windows, Powerpoint and Excel.
* The ability to deal tactfully and diplomatically with staff, students and the general public. Good communication and organisational skills and a natural ease with people at all levels.

**TERMS OF EMPLOYMENT**

* **Hours of work**: 37 hours per week, all year
* **Salary**: Up to £26, 592 per annum
* **Pension:** Local Government Pension Scheme (optional). This is an

employee and employer contributory pension scheme.

**The Henley College is an Equal Opportunities Employer**

**The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This position is subject to a satisfactory Enhanced DBS check.**

February 2017