**JOB SPECIFICATION**



|  |
| --- |
| **MYERSCOUGH AND PROUD**  |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |
| **JOB TITLE** | **AREA OF WORK** |
| Executive Assistant to Chief Executive & Principal | Principalship |
| **SALARY** | **BENEFITS** |
| £23,318 - £26,807 pro rata per annum0.9 post / 33.3 hours per week (can be worked over 4 or 5 days) | Local Government Pension Scheme26 days holiday pro rata rising to 31 days pro rata following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Chief Executive & Principal | N/A |
| **KEY TASKS AND RESPONSIBILITIES** |
| To provide a comprehensive ‘Executive Assistant’ service to the Chief Executive & Principal whilst maintaining full secretarial and administrative support in the Principal’s and Principalship offices. |
| **DUTIES** |
|  |
| Planning and prioritising workloads and diaries on a daily basis, managing of correspondence and administration.Planning and co-ordination ofPrincipalship strategic events and supporting Principalship with stakeholder management at those events.Arrangement and co-ordination of meetings, including preparing meeting agendas and background material for meetings, and preparing action lists.Ensure the Principal and other Principalship members (where relevant) are prepared for all meetings with the correct paperwork, data and background information to make informed decisions.Booking business travel arrangements, including transportation, accommodation and dealing with any changes and expenses that occur.Initial management of stakeholder feedback and liaison with Complaints and Compliments Team.Co-ordinating responses and delegating to members of Principalship in Principal’s absence.Seeking out information and chasing up actions with senior staff and monitoring responses.Dealing with visitors and telephone calls promptly and with appropriate professionalism.Arrangement of refreshments/catering requirements for visitors/meetings.Liaison with the Human Resources Team to organise and manage Senior Leadership assessment centres.Co-ordination of Principalship Personal Assistant group to ensure complete office cover during the working week and holidays, to coordinate activities, support the sharing of good practice and continuous professional development.Full awareness of the Principal’s and wider Principalship current and planned future activities and tasks and their state of progress priority.Handled difficult and complex issues with confidentiality and sensitivity.Be the first point of contact for the Principal, handling all queries professionally, with respect for all parties and ensuring appropriate follow up.Undertaking all clerical work including word processing, audio work, photocopying, compilation of information and its distribution, upkeep of office stationery, filing etc.Office and diary support to Chair, Vice Chair and Clerk to the Corporation, as needed.Assisting the Principal and the wider Principalship Team in all aspects of their work. |

|  |
| --- |
| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.
 |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
|  |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

 (PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I |  |
| ***Attainments*** |
| GCSE (or equivalent) Maths & English at Grade C / 4 or above (or equivalent) (A)Relevant office experience (A/I) | Level 3 Business Administration / Secretarial / Information Technology qualification (or equivalent) (A) |
| ***General Intelligence*** |
| The capacity to communicate effectively both verbally and the written word (A/I)Numerate and literate (A//T)Understanding of filing systems (A)Excellent telephone manner (A/I)Highly proficient in using the full Office 365 suite (A/I/T)Be resourceful - the position requires ‘thinking on your feet’ in order to handle situations (I) |  |
| ***Special Aptitudes*** |
| Experience of managing conflicting demands whilst working in a high profile, fast paced environment (A/I)Excellent typing skills (A/I/T)Ability to work under pressure (A/I/T)Exceptional organisational skills (A/I)Excellent communication skills including the ability to confidently use Teams (I)Ability to confidently and accurately analyse and interpret data (A/I/T)Ability to multi-task, prioritise and adapt to change (A/I)Ability to keep company confidences and work with discretion on matters involving sensitive information (A/I) | Experience of event planning (A/I)Experience of providing support services to senior leaders at board level (A/I)Experience of building relationships and influencing senior stakeholders, managing those relationships effectively (A/I)Experience of cross organisational working (A/I)Experience of initial management of stakeholder feedback (A/I) |
| ***Interests*** |
| An empathy for inspiring excellence in education and supporting young people and vulnerable adults (A/I)Full commitment to ensuring a positive and engaging stakeholder experience (A/I) | Empathy with education (A/I) |
| ***Disposition*** |
| Excellent interpersonal skills (I)Approachable (I)Person centred approach (I)Calm and professional disposition at all times (I) |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of and a willingness to promote and develop fairness, respect, equality, diversity, inclusion and engagement within an educational context (A/I)An excellent understanding of health, safety and sustainability requirements of a working environment (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)Ability to work flexibly (I)Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Executive Assistant to Chief Executive & Principal | Principalship |
| **SALARY** | HOURS OF WORK |
| £23,318 - £26,807 pro rata per annum | 0.9 post / 33.3 hours per week (can be worked over 4 or 5 days) |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday pro rata, rising to 31 days pro rata following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Up to £15,000 pa 5.5% Employee£15,001 to £23,600 pa 5.8% Employee£23,601 to £38,300 pa 6.5% Employee£38,301 to £48,500 pa 6.8% Employee£48,501 to £67,900 pa 8.5% Employee £67,901 to £96,200 pa 9.9% Employee£96,201 to £113,400 pa 10.5% Employee£113,401 to £170,100 pa 11.4% Employee£170,101 or more pa 12.5% Employee17.4% EmployerYou will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). |

**DBS UPDATE SERVICE**

|  |
| --- |
| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
 |