**JOB SPECIFICATION**



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| **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 the University of Lancashire 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. |

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| **JOB TITLE** | **AREA OF WORK** |
| Personal Assistant to the Principalship Team  (0.4 FTE) | Corporate Services |
| **SALARY** | **BENEFITS** |
| Band 3 - £25,458 - £29,267 pro rata per annum, relating to qualifications and experience | Local Government Pension Scheme  33 days holiday plus Bank Holidays to include up to 7 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Director of Corporate Services | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To effectively support the Principalship Team’s ability to lead the College through forward-planning, pro-active diary management and a wide range of associated secretarial and administration tasks.  To provide outstanding, high-level professional PA support to the Principalship Team, ensuring the efficient and effective functioning of the Principalship office. | |
| **DUTIES** | |
| The postholder will possess a clear understanding of the key priorities of the Principalship Team and take the appropriate action and level of support to ensure the success of the College.  Manage and co-ordinate the day-to-day administrative tasks of the Principalship Team in a pivotal role to the team in order that they may maintain their strategic focus.  Be the first point of contact for the Principal, handling all queries professionally, with respect for all parties and ensuring appropriate follow up.  Attend meetings and accurately record minutes, ensuring minutes produced are coherent and consistently of high-quality, highlighting key actions and decisions. Ensure minutes are submitted to the Chair for their approval on a timely basis.  Arrange travel itineraries, accommodation, and transportation for the Principalship Team.  Handle sensitive information with the utmost confidentiality and discretion, ensuring a high-level of professionalism and integrity when dealing with confidential matters.  Ability to manage a demanding and varied workload requiring the prioritisation of conflicting tasks, along with the ability remain calm and highly professional at all times.  Manage multiple complex diaries, prioritising meetings to ensure the achievement of key timescales and priorities.  Provide comprehensive secretarial and administrative support in relation to preparing and managing correspondence, including drafting of letters and emails, report writing and presentations.  Manage and maintain electronic diaries and arrange meeting, including organising logistics such as room bookings, catering and travel, ensuring appropriate forward planning in order that members of the Principalship Team are fully briefed and have all the relevant information.  Organise and deal with correspondence including the drafting of documents, taking personal responsibility for meeting internal and external deadlines and taking actions forward.  Co-ordinate the daily business activities of the Principalship Team by regularly reviewing tasks, schedules, calendar and meeting requirements to ensure the most effective time management.  Manage the flow of incoming and outgoing correspondence/queries, prioritising and actioning or re-directing to the appropriate person.  Act as ‘front of house’  Seeking out information and chasing up actions with senior staff and monitoring responses.  Booking business travel arrangements, including transportation, accommodation and dealing with any changes and expenses that occur.  Preparation of documents, including drafting, formatting, editing and proof-reading.  Briefing the Principalship Team on matters requiring attention.  Ensuring confidentiality of information.  Office and diary support to Chair, Vice Chair and Clerk to the Corporation, as needed.  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.  Undertake background research to produce documents, briefing papers, reports and presentations on particular issues. | |

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| **DUTIES** |
| You will be a role model and promote the College Values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. |
| 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. |

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| **DUTIES** |
| 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

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| **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 and English at Grade C / 4 or above (or equivalent) (A)  Substantial experience of working in a similar role, preferably supporting executive-level staff. (A/I) | Level 3 Business Administration / Secretarial / Information Technology qualification (or equivalent) (A) |
| ***General Intelligence*** | |
| The ability 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 Microsoft 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, time management and prioritisation skills (A/I/T)  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)  Experience of complex diary management (A/I/T)  Ability to take notes/minutes of meetings accurately and effectively (A/I/T)  Ability to maintain professionalism, discretion and confidentiality (A/I)  Proficiency in managing office systems, record-keeping, and handling complex schedules (A/I/T)  Exceptional minute/note taking skills with a keen eye for detail and accuracy plus the ability to summarise discussions and decisions effectively. | 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 and willingness 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**

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| **JOB TITLE** | **AREA OF WORK** |
| Personal Assistant to Principalship Team | Corporate Services |
| **SALARY** | HOURS OF WORK |
| Band 3 - £25,458 - £29,267 pro rata per annum, relating to qualifications and experience | 14.8 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 33 days holiday, plus Bank Holidays to include up to 7 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2023)  (based on actual NOT FTE)  Contribution rate %  Up to £16,500 5.5%  £16,501 to £25,900 5.8%  £25,901 to £42,100 6.5%  £42,101 to £53,300 6.8%  £53,301 to £74,700 8.5%  £74,701 to £105,900 9.9%  £105,901 to £124,800 10.5%  £124,801 to £187,200 11.4%  £187,201 or more 12.5%  19.5% Employer  You 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 Scheme  Should 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 £49.50 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| 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 £16 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 | |