

# Job Description and Person Specification



## Administrative Assistant to the Executive Team

<b>Salary:</b>	<b>£20,353 - £22,960pa inclusive</b>
<b>Hours:</b>	<b>36 hours per week</b>
<b>Leave:</b>	<b>25 days per annum plus Bank Holidays and up to 3 days Christmas efficiency closure</b>
<b>Reports to:</b>	<b>Executive Assistant to the Principal</b>
<b>Location:</b>	<b>This post will initially be based at the Main Campus, Isleworth, although you may be asked to work from the Skills and Logistics Centre in Feltham occasionally.</b>

**The purpose of the post is: to provide confidential and intensive administrative support to the Executive Team with a focus on Curriculum and Quality.**

**The duties and responsibilities specific to the area of work are:**

1. Arrange meetings and appointments, and provide the relevant files and briefs where relevant.
2. Maintain Outlook calendars for Executive Team.
3. Receive guests and visitors and arrange hospitality as appropriate.
4. Attend agreed Executive Team Group meetings to take minutes, word process and upload to Connect where appropriate.
5. Provide administrative support for student disciplinary procedures, including taking notes at the hearings.
6. Prepare statistics, at the end of each term, for the student disciplinary cases.
7. Help with the arrangements for Student Induction.
8. Provide administrative support to assist with lesson observations
9. Provide administrative support to the ED Student Performance which will include setting up the quality assurance calendar and supporting the arrangements for quality visits/sampling.
10. Provide administrative support to the Teacher Education Team
11. Cover for Executive Assistant in her absence.

**The generic duties and responsibilities of the post are to:**

1. Maintain confidentiality and discretion at all times.
2. Arrange meetings and appointments, and provide the relevant files and briefs.
3. Produce reports, correspondence, and take minutes including for disciplinary hearings.
4. Receive guests and visitors for the area, providing relevant information as appropriate, and arrange hospitality as required.
5. Deal with telephone enquiries from college staff, Board members, and external callers such as local employers, local authorities, Association of Colleges, etc deciding what action to take, e.g. providing information or setting up meetings.
6. Maintain the diary for the area Manager, and assist in prioritising work
7. From raw data prepare statistical information by researching relevant sources from within the college.
8. Draft written responses to enquiries and questions as required.
9. Set up and maintain appropriate records and filing systems.
10. Maintain up-to-date knowledge of any relevant IT packages, undertaking training when necessary.
11. Sort and screen incoming mail and deal with outgoing mail.
12. Undertake photocopying, including confidential documents.
13. Promote a positive image of the college in all contacts with students, employers and professional bodies.
14. Adhere to and comply with the college financial regulations.
15. Carry out any other reasonably comparable duties that may be required from time to time.
16. Undertake additional duties, which may involve occasional evening work at enrolment times and on college open days.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Maintain confidentiality at all times.
2. Have successful experience of working in an administrative function.
3. Be able to work under pressure and to tight deadlines.
4. Demonstrate good verbal and written communication skills.
5. Have excellent interpersonal and teamwork skills and be able to cover for colleagues.
6. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
7. At least one year's experience of taking minutes
8. Evidence of being able to work autonomously, seeking advice where appropriate.
9. Possess relevant qualifications/experience.
10. Possess a Literacy and Numeracy qualification at Level 2
11. Be willing to undertake training and development as required within the role.
12. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
13. Have an awareness and understanding of the Prevent and Safeguarding initiatives.
14. Have an awareness and understanding of equal opportunities.

## Equality and diversity

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

**Closing date:** 12 January 2018  
**Reference no:** 5EXA002  
**Interview date:** 22 January 2018

# Conditions of Service

<b>Contract:</b>	Permanent Full time – 36 hours per week
<b>Salary:</b>	£20,353- £22,960pa inclusive Please note the salary range for this post is points 21 – 25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 25. Where there is evidence of current earnings in excess of point 25, the applicant may be placed at the salary point higher than their current salary
<b>Pension:</b>	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	25 days per annum plus Bank Holidays and up to 3 days Christmas efficiency closure
<b>Hours:</b>	36 hours per week
<b>Probation:</b>	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.  Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.  The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.