



JOB DESCRIPTION

Post:	SENIOR STAFF SECRETARY – Assistant Principal Student Experience
Responsible to:	Principal/ Senior Management Team
Salary:	£26,085 to £28,295 per annum Scale 5, Pt 25 – 28 Full time, fixed term until October 2025 to cover maternity.
Conditions of Service:	Callywith College Conditions of Service
Main Purpose of Job:	<p>To offer a professional, supportive service to the Senior Management Team.</p> <p>To provide administration and data entry duties in addition to secretarial duties.</p> <p>To give secretarial support to the Assistant Principal – Student Experience</p>
Specific Duties:	<p>To provide administrative support for the Senior Management Team, specifically Assistant Principal – Student Experience.</p> <p>To perform general secretarial duties such as word processing, minute taking, photocopying and filing, diary management, together with various other duties.</p> <p>To provide support to the Principal and Assistant Principals including:</p> <ul style="list-style-type: none">- Maintain staff training records- Support the maintenance of student and MIS records- Administrate the staff probationary process and annual observation and appraisal procedure- Monitoring of staff absence and holiday records- Supporting marketing events for the College- Production of parent/carers correspondence- Organise booking of facilities/resources and hospitality- To collate and maintain data to support SMT with the production of reports, agendas and minutes- Organise and collate Learner Voice at termly intervals- Provide administrative support to the Student Council



- Support timetabling and maintenance of accurate records for payroll purposes
- To receive college switchboard telephone calls and provide Reception cover where necessary
- Support student's and tutors with the UCAS application process
- Provide administrative support to the Safeguarding team. Including updating documents, policies and ensuring training is up to date.
- Maintain policies that Assistant Principal – Student Experience is responsible for. Ensuring new and updated policies are reviewed by Trustees when needed.

Maintaining SMT's agenda and assist in planning appointments, board meetings, conferences etc.

Providing appropriate support to members of staff as directed by the Senior Team Member.

To support the administration and reporting of annual leave for the senior team's area.

To support and administer College events.

Providing administrative support for cross College groups, committees and governance.

To undertake such cross-college responsibilities as may from time to time be ascribed to the post, including Reception cover as required.

To respond flexibly to the varied requirements which will inevitably emerge in the process of developing the scope of the College.



General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

To be responsible for promoting equality and diversity in line with College procedures.
Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution, which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

SENIOR STAFF SECRETARY

Ideally, the person appointed will have the following skills and experience:

- Excellent word processing skills.
- A sound knowledge of spreadsheets, database and other general software.
- Excellent telephone manner.
- Excellent level of literacy, numeracy, communication and organisational skills to communicate effectively with a wide range of audiences both oral and written.
- Proven ability to produce high quality minutes in a timely manner.
- A willingness and flexibility to learn and operate new procedures effectively.
- Project management, planning and organisational skills and ability to work well under pressure, prioritise effectively and meet deadlines.
- Ability to deal with routine and non-routine enquiries as first point of contact.
- Possess discretion, reliability and a diplomatic manner.
- Experience of working in a customer focused role.
- Excellent judgement and ability to maintain confidentiality when dealing with confidential information and data
- Well organised, able to manage own time effectively and to develop contingencies to cope with the unforeseen.
- An understanding of educational systems and processes would be beneficial.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.