

|  |  |
| --- | --- |
|  | **Job Description** |
| Job Title | Personal Assistant |  |
| Responsible to | Executive Assistant |  |
| Department | Prep School |  |
| Purpose of job and primary objectives | You will provide a dynamic assistant service, supporting the College with their responsibilities to the Governing Body of the College (the Council and Governors.) As part of this you will be responsible for all administrative duties related to meeting attendance, including the preparation and circulation of papers, arranging appropriate catering and the taking of minutes.You will provide a high level of administrative support to the College including maintaining an effective filing and archiving system, the administration of the College’s Parking Permit scheme as well as tasks associated to Bursary applications. Part of this administrative support will be related to the management and reordering of stationery and other office supplies.This role encompasses personal assistant support. This will include acting as the first point of call for all guests and visitors. You will support the College through the effective coordination of their diary including meetings, visits, travel, hospitality and logistical arrangements. You will manage bring forward files to ensure that all items are brought to the attention of the relevant individual in a timely manner. You will be an ambassador for the College, ensuring the profile of the College remains high, both internally with staff in the College and also externally. This will need you to build an effective network of relationships across the College, Council and wider group of key stakeholders.You will support the College with embedding a performance and customer focused culture within the support team and wider College. |  |
| **What we are looking for:** |  |
|  | **Key Traits:**Essential:* Customer focused with a desire to continually improve
* A curiosity and ability to learn and apply new concepts quickly
* Ability to keep calm under pressure and to balance conflicting priorities
* Excellent communication skills, with a diplomatic approach
* Personal resilience
 |  |
|  | **Key Qualifications:**Essential:* A good secondary education, or equivalent experience.
 |  |
|  | **Knowledge & experience required:**Essential:* Experience in providing PA support at executive/ C-Suite level or relevant transferrable experience
* Ability to take clear, concise and complete minutes of meetings
* Ability to work utilising a bring it forward approach

Desirable:* Experience of working in the educational sector or a charitable organisation
 |  |
|  | **Skills Required:**Essential:* Strong administrative skills
* Ability to proactively manage diaries/ calendars
* Good IT skills

Desirable:* Excellent communication skills and the ability to build effective relationships
 |
| **Other general responsibilities:** |  |
|  | **Values and behaviours*** Uphold Clifton College’s values with an ability to enthuse other, maximising the reputation
* of the school.
* Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment

**Equal Opportunities*** Maintain an up to date knowledge of Equality and Diversity legislation and the organisation’s Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.

**Safeguarding*** Maintain an up to date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.

**Health and Safety*** Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.

**Professional Development*** Maintain and update your own knowledge and skills in line with legislation and the needs of the role.
 |  |

This job description is a brief and concise description of the above job.