**Job Description**

**Post:** Principalship Administrator

**Grade:** Scale 5

**Location:** Hartlepool site *[The post holder will also be expected to work from the Middlesbrough site on some occasions]*

**Line Manager:** Executive Assistant (EA) to the Principal

The Job Description and further particulars set out below are intended to provide information about the role and responsibilities associated with the post. Some of the duties listed below will be of a continuing nature, others cyclical or periodic, while yet others will take the form of particular projects to be undertaken as and when necessary as the needs of the Corporation and the project develop.

**Safeguarding Statement:**

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

# Job Purpose

Working alongside the EA to the Principal, provide a comprehensive administrative service to the Principalship team and their staff across HE & FE in order to meet the strategic objectives of the institution.

**Main Duties and Responsibilities**

1. Provide a wide range of administrative support duties to Principalship members and their staff, as and when required, such as diary management, data input and analysis, quality assurance, production of summary briefings, reports, presentations and documents of a high-quality standard.
2. Co-ordinate the administration of educational visits and check that all procedural documentation is accurately completed.
3. Organise and service meetings working with, and on behalf of, Principalship members, including preparation of agendas, distribution of documentation and minute taking, in accordance with the institution deliberative structure and Committee Operating procedure.
4. Undertake specific projects from time to time including research and collation of findings from both internal and external sources, or rolling out information to staff, et cetera as directed by the EA to the Principal.
5. Ensure all visitors to the Institution are dealt with appropriately, and relevant arrangements are in place e.g. car parking, refreshments, meet and greet.
6. Assist in maintaining an up to date and efficient filing system, including archive, which ensures information is easily found and readily available.
7. Be responsible for the maintenance and booking of the committee room, including the provision of refreshments.
8. Support the Vice Principal (Strategic Projects) and HE Quality Manager, as directed, throughout the institution’s DAPs application process
9. Maintain confidentiality as appropriate to the work undertaken in connection with the above, and behave diplomatically at all times.
10. Participate in the Corporation’s staff review and development procedure and undertake relevant updating of skills and knowledge as appropriate

**General Accountabilities:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Vice Principal (Higher Education) or the Principal.
9. This list is not exhaustive and is only an indication of responsibilities.

**Person Specification – Principalship Administrator**

| Specification, whether essential or desirable and where the specification will be assessed. | Essential | Desirable | Application form / CV | Interview / Selection test | References |
| --- | --- | --- | --- | --- | --- |
| Qualifications |  |  |  |  |  |
| 5 GCSEs at grade C or above, or equivalent, including English and Maths | Y |  | Y |  |  |
| Evidence of continuing professional development and regular updating of skills | Y |  | Y |  | Y |
| Qualification in the use of IT packages e.g. CLAIT, ECDL |  | Y | Y |  |  |
| Further qualification in related subject e.g. NVQ Level 3 Business Administration |  | Y | Y |  |  |
|  |  |  |  |  |  |
| Experience |  |  |  |  |  |
| Experience of working with children or vulnerable adults | Y |  |  |  |  |
| Experience of working within the educational sector |  | Y | Y | Y |  |
| Experience of working in a busy office | Y |  | Y | Y | Y |
| Experience of using large databases to input, check and extract information | Y |  | Y | Y | Y |
| Experience of working to tight deadlines | Y |  | Y | Y | Y |
| Experience of formal minute-taking |  | Y | Y | Y | Y |
|  |  |  |  |  |  |
| **Knowledge, skills and abilities** |  |  |  |  |  |
| Advanced knowledge of Microsoft Office, including ability to use Word and Excel to a high standard | Y |  | Y | Y | Y |
| Basic knowledge of data protection issues | Y |  | Y | Y | Y |
| Knowledge of the data requirements of the FE/HE sector |  | Y | Y | Y | Y |
| In-depth knowledge of Compass software: Pro-solution |  | Y | Y | Y | Y |
| Basic knowledge of college data collection systems e.g. enrolment, absence reporting |  | Y | Y | Y | Y |
| Able to work effectively as a member of a team | Y |  |  | Y | Y |
| Willing to deliver hours flexibly according to need | Y |  |  | Y | Y |
| Adaptable – able to respond quickly to varying needs of the service | Y |  |  | Y | Y |
| Ability to maintain confidentiality of information | Y |  |  | Y | Y |
| Excellent verbal communication skills - able to communicate effectively with College staff at all levels, with students from varying backgrounds, and with other stakeholders | Y |  |  | Y | Y |
| Excellent written communication skills – able to write effective emails and letters | Y |  | Y | Y | Y |
| Excellent prioritisation and organisational skills – able to work to deadlines | Y |  |  | Y | Y |
| Able to work with accuracy and speed | Y |  |  | Y | Y |
| Friendly and helpful manner | Y |  |  | Y | Y |
| Good numeracy skills | Y |  |  | Y | Y |
| Ability to work unsupervised and on own initiative to complete tasks and fulfil functions | Y |  |  | Y | Y |
| Professional presentation of work and self – able to deal confidently with people external to the institution, both face to face and over the telephone or email | Y |  |  | Y | Y |
| Able to deal sensitively and confidently with students of varying ability and knowledge levels | Y |  |  | Y | Y |
| Punctual and reliable | Y |  |  | Y | Y |
| Self motivated and enthusiastic, able to work without constant supervision | Y |  |  | Y | Y |
| Ability to identify and propose ideas for continuous improvement both in own performance and department processes | Y |  |  | Y | Y |
| Assiduous and thorough | Y |  |  | Y | Y |