



MOORLANDS COLLEGE

PA to the Director of Learning and Student Experience Job Description

Job title:	PA to the Director of Learning and Student Experience
Reporting to:	Director of Learning and Student Experience
Staff reporting:	No line managerial responsibilities are entailed in this post
Based:	Sopley, Christchurch, Dorset
Hours:	16 per week (0.4)

ADMIN +

Purpose:

- To provide administrative and organisational support to the Director of Learning and Student Experience (DLSE) to ensure the efficient and effective running of daily business.

Main duties:

- To act as the first point of contact and gatekeeper for the Director of Learning and Student Experience.
- Manage diaries by scheduling, prioritising, and managing appointments, travel arrangements, and papers for meetings.
- Manage email inboxes, and prioritise correspondence, including internal and external stakeholders.
- To schedule, prioritise and manage appointments and correspondence.
- To establish and maintain systems and procedures to support the efficient running of the DLSE role.
- To attend, facilitate and provide administrative support for specific meetings, including the College's Executive Leadership Meetings, involving the production, collation and circulation of agenda and papers, and taking minutes.
- Maintain a high level of confidentiality, particularly with regard to issues concerning members of staff or students.
- Prioritise incoming correspondence and prepare draft responses as appropriate. Ensure that cyclical and management deadlines for reports, reviews and papers are met.
- Support with the administration of special events, including student induction weeks, chapels, visiting guests.
- Any other duties as deemed appropriate to the role.

Person Specification

	Attributes	Essential (E) Desirable (D)
Qualifications	<ul style="list-style-type: none"> GCSE in English Language and Maths 	E
Experience	<ul style="list-style-type: none"> Relevant experience in facilitating and prioritising administrative support to an individual Previous work as a Senior PA, Executive Assistant, Executive Officer Taking minutes of meetings, preparing papers and agendas Understanding and working knowledge of the key educational and theological issues addressed by staff and students Previous use of Apple Mac-based computers and systems 	E D E D D
Skills and Competencies	<ul style="list-style-type: none"> Excellent administration and organizational skills including the ability to meet deadlines Effective time-manager comfortable with making decisions to prioritise tasks on their own or alongside colleagues. Excellent verbal and listening skills; able to effectively respond in a polite, personable manner to a broad range of people Excellent written communication, with the ability to prepare formal documentation, and respond to correspondence professionally Ability to manage multiple projects, tasks and demands, prioritising appropriately Working with databases and electronic systems Strong working knowledge of Microsoft Office 	E E E E E D E
Personal Qualities	<ul style="list-style-type: none"> Proactive and self-motivated, committed to starting and seeing designated tasks through to their conclusion. Ability to work well with stakeholders, including Senior leaders Skilled forward planner, able to anticipate deadlines and space meetings effectively Approachable, friendly, and helpful manner Trustworthy and scrupulously confidential, exercising discretion with respect to sensitive matters including meetings, staff, students, finance etc. as required <p><i>This post is part of a carries an Occupational Requirement that the postholder be a committed evangelical Christian who is able to affirm the College's vision and mission, and to sign its Statement of Faith</i></p>	E E E E E