



Job Description:

0.8 Executive Personal Assistant - Temporary to cover a period of Maternity Leave



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The role:

Required on a temporary basis to provide cover during the permanent postholder's maternity leave, the Personal Assistant will support the work of the Principal, the College's Senior Leadership Team (comprising of the Deputy Principal, Vice Principals and Assistant Principals) and the Director of Governance and Compliance by providing a comprehensive secretarial service and ensuring the smooth running of the Principalship Office.

The appointee will work closely with the Principal and the Director of Governance and Compliance and will also be expected to work as part of a team providing secretarial cover to senior managers in the absence of other secretarial support staff.

Responsible to:

The postholder is responsible to the Vice Principal – People and Culture.

Key Accountabilities and Responsibilities:

- Provide an effective and efficient administrative and secretarial function for the Principal and senior leadership team, taking independent and pro-active action where appropriate to resolve administrative matters.
- Deal with telephone calls, enquiries and requests, as appropriate.
- Deal with incoming and outgoing mail, post and other correspondence.
- Produce documents, briefing papers, reports, presentations and minutes, as appropriate.
- Organise meetings and conferences, book meeting rooms and/or suitable accommodation, prepare and distribute agendas, as required.
- Maintain diaries and co-ordinate appointments, both manually and electronically.
- Co-ordinate and arrange travel arrangements and accommodation, as required.
- Develop and maintain effective manual and electronic filing systems.
- Meet and greet visitors and arrange hospitality.
- Support the Director of Governance and Compliance in arranging meetings/events, as appropriate, and produce appropriate correspondence as required.
- Prepare documents for Corporation and Sub Committee meetings on a timely basis and ensure despatch to members, both manually and electronically.

- Co-ordinate and organise events and committee meetings including preparation of agendas and taking minutes, as directed.
- Carry out specific projects as requested – including the organisation and co-ordination of social and recognition events.
- Manage the College's booking system(s) in respect of the Board Room, Conference Room and Innovation Centre.
- Understand and demonstrate the need for discretion and confidentiality.
- Establish good working relationships with staff and external contacts.
- Ensure the smooth running of the Principalship Office in all its aspects.
- Provide support and/or cover for other secretarial/support staff, as required.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Qualified to Level 3 (i.e. A Level, BTEC National Diploma)	E	A
Level 4 qualification or above in administrative management or other relevant field	D	A
Level 2 qualification in Maths	E	A
Level 2 qualification in English	E	A
Relevant IT qualification	D	A
Willingness to undertake appropriate continuous professional learning	E	I

Experience		
At least 3 years' previous experience in a secretarial and/or administrative capacity.	E	A/I

Knowledge, Skills and Attributes		
Ability to note take	E	A/AS
Excellent IT skills being proficient in a number of applications in Microsoft Office	E	A/I/AS
Excellent organisation skills	E	I
Ability to work to strict deadlines.	E	I

Ability to work under pressure	E	I
Ability to work on own initiative	E	I
Excellent verbal and written communication skills – with the ability to manage confidential information appropriately	E	A/I
Good interpersonal skills	E	I
Commitment and reliability.	E	I
Good attention to detail	E	I
Flexible, with the ability to manage a range of tasks	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£20,920.80 to £22,670.40 per annum

(for information purposes, the full time equivalent salary is £26,151.00 to £28,338.00 per annum)

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,198 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 days' (218 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically this closure occurs over the Christmas period.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Wednesday 20th August 2025 (10:00am)

Interviews will be held: Wednesday 27th August 2025

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

