



Vision Business Support Services is a subsidiary company of West Nottinghamshire College

Personal Assistant to the Vice Principal Communications, Engagement and Student Experience & to the Director: Human Resources & Organisational Development (fixed term maternity cover)

Ref: VBSS21.83a

1. The Appointment

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

JOINING OUR JOURNEY

When you join our college, our staff have access to numerous benefits and facilities:

- Pension Scheme
- Occupational Health Service
- Enhanced Maternity/Paternity provision
- Staff Development days/week (July)
- Free confidential counselling service
- Free car parking
- On-site hair and beauty salon, fine dining Refine Restaurant and Create Theatre

ABOUT THE ROLE

As Personal Assistant to the Vice Principal: Communications, Engagement and Student Experience and Director: Human Resources and Organisational Development and you will ensure a professional and high quality service at all times, taking a proactive approach in anticipating what is required.

You will play a key role in ensuring that both members of the Executive team can operate with maximum efficiency in the role within the college and with external agencies. This will consist of confidential and non-confidential administration activities, organising events and maintaining the efficient running of various internal and external meetings and forums on their behalf. Due to the nature of the Vice Principal's role there may be times when the post-holder has to deal with some of the college's most vulnerable young people, confidence and empathy therefore are essential attributes for this role.

You will be flexible in the hours worked in order that such meetings and activity can be effectively conducted and completed.

We are looking for someone with recent and relevant experience as a Personal Assistant and excellent interpersonal skills who loves the challenge of managing a varied and busy workload. The role requires attention to detail and you will need first class organisational and time-management skills to ensure that all deadlines are met whilst ensuring that work priorities between the Vice Principal and Director are met whilst providing a professional service.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To act as the Personal Assistant to the both the Vice Principal and Director providing effective and efficient secretarial and administrative support.
- b) To manage the both the Vice Principal's and Director's diary, ensuring that all internal and external commitments are recorded and accurately maintained. Liaising with colleagues within the PAs' office to ensure diaries correspond on relevant meetings and events.
- c) To ensure professional and efficient customer service is provided at all times when answering and responding to requests for information on behalf of both the Vice Principal and the Director.
- d) To arrange and provide secretarial support to meetings, hearings and forums as appropriate and to liaise with relevant parties. These will include Safeguarding Steering Group Joint Consultation and Negotiation Panel, Employee Council.
- e) To ensure the timely review of policy and procedures owned by the Vice Principal and Director and that the most up to date versions of policies and procedures are stored on Staff Net.
- f) To liaise with appropriate parties to organise travel and any other logistical requirements of the Vice Principal and Director.
- g) To maintain strict confidentiality and discretion at all times.
- h) To provide such support to other members of the college's Executive team as required.
- i) To ensure the Vice Principal and Director are prepared for all meetings through provision of paperwork and where necessary pre-meeting briefings.
- j) Arranging meetings and take minutes of sensitive and complex cases involving students and staff members.
- k) Collate resources as appropriate for presentations, campaigns and reports as needed by the Vice Principal and Director.
- l) Researching and composing of papers, reports, letters and emails.
- m) To proof read documents as required.
- n) To support the Personal Assistant to the Principal and Chief Executive and PAs within the Executive office with the arrangements of corporate events.
- o) To support the Vice Principal and the Marketing team in sending out VIP invitations and other relevant correspondence relating to college events.

2.2 Other Responsibilities

- a) To uphold and promote company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
English level 2	✓	
Mathematics level 2	✓	
Relevant administrative qualification at level 3	✓	
Experience		
Recent and relevant experience in the role of personal assistant	✓	
Recent and relevant experience in an educational setting		✓
Arranging and maintaining forums/meetings	✓	
Sensitive and complex minute taking	✓	
Recent and relevant experience within a human resources team		✓
Skills /Knowledge		
Excellent IT skills and competent user of Microsoft Office packages	✓	
Excellent interpersonal and communication skills	✓	
Solution orientated	✓	
Ability to prioritise and manage own workload	✓	
Ability to work on own initiative	✓	
Work independently and as part of a team	✓	
Completer Finisher	✓	
Ability to plan and prioritise; ability to quickly and accurately establish priorities and execute these despite conflicting and multiple agendas	✓	
An ability to build and maintain positive working relationships at all levels both inside and external to the college, with the ability of influencing others	✓	
Resilience and confidentiality to sensitive and difficult	✓	

	Essential	Desirable
situations involving colleagues		
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Flexible and professional approach	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	
Ability to work as part of a team to achieve common objectives	✓	

4. Position within the College

You will be line managed by the Vice Principal.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, fixed term contract to cover maternity leave.
- b) The salary will be Band 6, £24,832 per annum, pro rata for the fixed term period. This is a spot salary.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days annual leave, plus bank holidays and up to 4 concessionary days, per annum, pro rata for the fixed term period.
- e) The Company operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to return their application form by **5pm on Monday 29th November 2021.**

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will

be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.