

PRINCIPAL'S PA (Maternity Cover)

**Full Year, 37-40 hours per week (averaging applies)
Salary in the range of £19,822 - £23,867 per annum,
*dependent upon skills and qualifications.***

BACKGROUND

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre and rail/bus stations. It is a very successful of approximately 1,500 full time 16-18 year olds. In our recent Ofsted inspection Notre Dame was graded as 'outstanding'.

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Parts of the campus are 100 years old, although there has been extensive new building work completed in the last two years.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, Ireland, Italy and others). There is an extensive programme of student support and a very active Chaplaincy group.

Notre Dame's success rate makes it one of the best sixth form centres in the region. Student progression is excellent, with 85% progressing to University, with a significant number achieving Oxbridge places or places to study medicine.

Recruitment and Selection Policy Statement

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment.

A full copy of our Recruitment and Selection Policy is available on request. This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

This post gives the opportunity for substantial access to young persons and is subject to a Criminal Records Bureau Disclosure under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

The closing date is: Thursday 18 March 2010, 12 noon.

It is intended that interviews will be held on Thursday 25 March 2010. Short-listed candidates will be notified by telephone by Saturday 20 March 2010. Applicants who have not been contacted by then should then assume that, on this occasion, their application has been unsuccessful. In the interest of economy no other correspondence will be sent from Notre Dame.

Thank you for your enquiry and interest in this post.

JOB DESCRIPTION AND RESPONSIBILITIES

MAIN RESPONSIBILITIES / OBJECTIVES

- 1. To manage the administration of the Principal's Office;**
- 2. In the absence of the HR Officer, to assist with day to day personnel administration when required;**
- 3. To provide administrative / clerical support for Senior Management Team meetings;**
- 4. To provide administration support to the Clerk to the Governing Body;**
- 5. To provide a confidential, first line of communication between staff and the Principal.**

OBJECTIVE 1 -

To manage the administration of the Principal's Office

- To provide a confidential typing and word processing service to the Principal.
- Originating correspondence on behalf of the Principal.
- To proof read and check all documents generated by the Principal.
- To be responsible for the management of the Principal's diary and schedule of appointments.
- To make travel and accommodation arrangements on behalf of the Principal.
- To receive callers both in person, and over the telephone.
- To screen and respond to routine callers at the office and manage unannounced / unscheduled visitors and redirect to the most appropriate college manager when a quick response is essential.
- Provide reception and hospitality services for, and maintain a good customer services profile, for visitors to the Principal's Office.
- To provide a filtering system for the Principal's mail.
- To establish and maintain the Principal's filing and record keeping systems.
- To organise meetings and events, and provide hospitality for these meetings/events.
- To co-ordinate the Principal's guests to College events e.g. Presentation Evening.
- To maintain database and circulation lists appropriate to a variety of College events.
- To be responsible for the day-to-day smooth running of the Principal's Office including good housekeeping, care of equipment, ordering stationery etc.
- There is a significant volume of work of a highly confidential nature. You will be expected to respect this confidentiality at all times and ensure others working in the Principal's Office observe the same standards of confidentiality.

OBJECTIVE 2 -

In the absence of the HR Officer, to assist with day to day personnel administration when required

- To assist in the appointment procedures.
- To assist with arrangements for interviews.
- To prepare promptly letters of offer, contracts and other documents concerned with staff terms and conditions.
- To be responsible for recording all staff absences, including sickness and holiday.
- To maintain personnel files and staff records.
- To facilitate the destruction of personnel information as commensurate with the Data Protection Act.
- To complete surveys for external bodies (e.g. Catholic Education Service, Sixth Form Colleges Forum).

- To liaise with the Assistant Principal (HR) regarding staff absence, staff training and other ad hoc issues.

OBJECTIVE 3 -

To provide admin/clerical support for Senior Management Team meetings

- To schedule, collate and prepare papers and produce and agendas for each SMT meeting.
- To undertake any actions resulting from the meetings e.g. revision of policies etc.
- To take minutes at each meeting and type these in time for the next meeting.
- To take minutes at other meetings in which the SMT are involved e.g. Staff, Heads of Department.
- To provide refreshments for the meetings.

OBJECTIVE 4 -

To provide administration support to the Clerk to the Governing Body

- To act as Clerk to the Audit Committee (meetings bi-monthly; preparing agendas and papers, taking minutes).
- To provide a word processing service for the Clerk to the Governing Body.
- To liaise with other members of the Governing Body as appropriate (e.g. to arrange meetings, organise a panel of Governors for hearings etc).

OBJECTIVE 5 -

To provide a confidential, first line of communication between staff and the Principal

- To prioritise the Principal's appointments.
- To advise staff on procedures and policies as appropriate.

OTHER GENERAL RESPONSIBILITIES

- To support the aims and objectives of the College and be committed to its ethos and mission.
- To keep up to date on educational issues.
- To take part in staff appraisal and development as appropriate.
- To undertake any responsibilities commensurate with the role as directed by the Principal.