



JOB DESCRIPTION: Administration Assistant & Personal Assistant

Our Aim

Liberty Training is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. With our combined knowledge and experience Liberty Training deliver an optimum service to help young people achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College and our soon to be established high school, Liberty High.

Your Role

Liberty College require a highly competent, experienced and dedicated **Administration Assistant & Personal Assistant** to support the Directors and the administration team by providing a range of administrative and clerical services. This is a critical role in supporting growth and expansion efforts, freeing up the directors' time to drive the organisation forward. You will be working in an exciting and versatile environment for a fun and supportive organisation that works to make a difference in young people's lives.

You will be working with our Directors, Business Manager & Admin Team with their admin needs, as well as interacting with our learners, their parents, other organisations and professionals in an exciting and busy environment where no two days are the same!

Your responsibilities and duties will be varied, as would be expected in a busy office environment, but will include supporting the Directors and Business Manager with administration including general clerical duties such as data entry, photocopying and filing, and covering reception when required. You will assist the Attendance & Admissions Officer with contacting learners and their families by telephone and in writing, as well as supporting with achievement points and rewards. As PA to the directors, you will be assisting with diary management, communication management and general administration. You will be required to take minutes in confidential meetings and will be required to adhere to strict confidentiality procedures.

You will support the team in ensuring the college runs effectively and the service provided reflects the ethos of the college. You will support the team in ensuring directives and policies are reflected and implemented in everyday practice. You will be accountable to the Business Manager.

Hours: Monday to Friday 8.30am - 4.30pm, with a 30-minute unpaid lunch break each day. This is a full-time post. You may be required to work additional hours when authorised and as necessitated by the needs of the business.

Requirements

You will:

- Be highly organised and efficient
- Be friendly and approachable with a welcoming and professional manner
- Be committed, enthusiastic and proactive
- Be highly motivated and have the ability to work well under pressure
- Be reliable, flexible, and adaptable with the ability to multi-task
- Be positive, with a 'glass half full' attitude



- Be able to work well autonomously on own initiative with a keen eye for detail
- Be able to demonstrate the ability to work effectively and contribute positively within a team environment
- Be fully competent in the use of IT packages, with experience of using Microsoft Office
- Have a fast typing speed, ideally able to touch-type
- Have excellent verbal and written communication skills
- Have excellent interpersonal skills with a good sense of humour

Responsibilities

General clerical & administrative duties

- Answer telephone calls and pass on messages to staff either verbally or via email, accurately recording contact regarding learners on our MIS database.
- Cover the reception desk to allow our receptionist administration time as required, or to cover absence.
- Greet visitors to the college, following signing in and safeguarding procedures and respond to queries appropriately.
- Deal with general email enquiries and follow up if necessary.
- Maintain student records in CPOMS, AIMS, SharePoint and other databases as required
- Establish constructive relationships and communication with all staff, learners & their families, and other agencies and professionals.
- File student documents electronically using SharePoint, AIMS, CPOMS and other databases.
- Undertake any training in the college communication and IT systems.
- Assist with filing and archiving of learner records.
- Assist the college as a whole with general administrative duties.
- Provide assistance to other staff as required.

Personal Assistant Duties

- Manage the director's calendars and schedule appointments, effectively planning and organising the director's time.
- Prepare agendas and coordinate meetings.
- Handle correspondence, emails, and phone calls on behalf of the directors.
- Take and create accurate minutes in meetings.
- Prepare and organise documents and reports.
- Proof-read and format documents.
- Conduct research and gather information as needed.
- Perform general clerical duties such as filing, photocopying, and data entry.
- Assist with special projects and events as assigned.
- Maintain learner records in CPOMS, AIMS, SharePoint and other databases as required.
- Handle errands and other tasks as required.

Other Duties

- Maintain confidentiality of highly sensitive information & ensure that confidentiality is respected at all times.
- Promoting equality and diversity as part of the culture of the organisation.
- Co-operate with the organisation on all issues to do with health, safety and welfare.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the organisation's implementation of all current statutory requirements.



- Adhere fully to company policies and procedures including safeguarding, health and safety, security, equality & diversity, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Manage own time effectively to ensure key tasks are undertaken and deadlines are met.
- In conjunction with your line manager, take responsibility for professional development, keeping up to date with research and developments related to the organisation's efficiency, which may lead to improvements in the day-to-day running.
- Undertake any necessary professional development as identified taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Act in a professional yet approachable manner at all times.
- Any other tasks as required or requested by your Line Manager.

The **Administration Assistant & Personal Assistant** will be required to safeguard and promote the welfare of children and young people and follow the organisation's policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Administration Assistant & Personal Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the directors.

Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are entitled to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

PERSON SPECIFICATION: Administration Assistant & Personal Assistant

Skills and qualities	Essential	Desirable
Excellent communication skills and interpersonal skills	✓	
Excellent mastery of English language, written and oral	✓	
Excellent typing skills	✓	
Excellent IT skills including Microsoft Office packages	✓	
Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities	✓	
Ability to work accurately and to targets and deadlines set	✓	
Excellent problem solving and organisational skills	✓	
Ability and willingness to work as part of a team and under instruction of the Senior Leadership Team & Directors	✓	
Ability to deal politely and effectively with members of the public, learners, their families, other professionals and other members of staff	✓	
Highly competent, highly efficient, diligent and hardworking	✓	
Proactive, personable and enthusiastic	✓	
Organised with excellent time management skills, able to work to deadlines	✓	
Flexible and adaptable	✓	



Motivated, knowledgeable and experienced	✓	
Friendly and approachable	✓	
Professional and well presented	✓	
Qualifications/Experience		
Educated at least to level 2 and to have English and Maths at level 2 or equivalent	✓	
At least 3 years' experience in an admin role	✓	
Experience in minuting meetings	✓	
Experience in the education sector		✓
Knowledge & experience of education document requirements, rules & regulations		✓
Experience of CPOMS, AIMS or Similar MIS software		✓
Experience in a PA role with accurate time management and prioritisation.		✓
Experience in finance administration		✓
Understanding and knowledge		
A respectful attitude to differences and an understanding of equality and diversity	✓	
Knowledge and understanding of confidentiality and its importance in this type of work	✓	
Personal Attributes		
Commitment to promoting good practice and adhering to the company ethos	✓	
Passionate about working with young people	✓	
Well-presented and a positive role model	✓	
Positive, 'glass half full' attitude	✓	
Commitment to personal development through supervision, appraisal and training	✓	
Car owner and driver		✓

Notes:

This job description may be amended at any time in consultation with the postholder.

Director/Line Manager's signature:

Print:

Date:

Postholder's signature:

Print:

Date:
