1. **MAIN PURPOSE**

This post is one of a team of staff providing administrative support to the Principal’s Office. The postholder will be required to provide proactive support to the Principal’s Office with a range of administrative tasks.

A key element of the role is interacting with visitors (including students) and it is therefore vital that the postholder presents a positive image to anyone contacting the Principal’s office.

This is an active, hands-on role that is likely to involve prompt responses to short notice requests such as photocopying additional information for meetings and dealing with unexpected visitors.

The duties will include:

2. **DUTIES AND RESPONSIBILITIES OF THE POST**

2.1. **Administrative Support**

2.1.1. Provide a front of house/reception service for visitors to the Principal’s Office, directing them to colleagues as appropriate, reserving visitor parking spaces and organising taxis, liaising with Security as required.

2.1.2. Ensuring that the Principal’s Office facilities are maintained and appropriately equipped, stock taking of stationery and supplies as necessary and liaising with suppliers to ensure equipment is properly maintained and serviced. Managing the use of the Principal’s Meeting Room and ensuring the room is kept ready for use.

2.1.3. Providing refreshments for meetings and visitors.

2.1.4. Opening, logging and distributing mail for the Principal’s Office.

2.1.5. Collating reports, spreadsheets, presentations, agendas and other documents in support of senior staff within the Principal's Office, as directed by the EO. In particular, printing agenda papers for the weekly senior management meetings.

2.1.6 Monitor and maintaining the different mailboxes the Principal’s Office uses as well as stakeholders contact details in Outlook.
2.2. General

2.2.1. The postholder is required to work flexibly, on a rota basis, to ensure that the office is open between the hours of 8.00am to 6.00pm Monday to Thursday and 9.00am to 5.00pm on Friday, as a minimum.

2.2.2. Any other duties as required by the Principal’s EO which are commensurate with the grade of the post.

The above provides an indication of the nature of the role and is not intended to be exhaustive. As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.