

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	MA Executive Office
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Post Holder	
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Accountable To	PA to Principal, Chair and Board Secretary
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Responsible For	Support the PA to Principal and the PA to the Vice Principal in the provision of diary management, administrative and secretarial services.
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Department	Executive Office
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Overall Purpose of Job

- To provide an administrative and secretarial service to support the PA's in the delivery of their service to the Principal, Regional Chair, Board Secretary and Vice Principals.
- To deputise for the PA's as an initial point of contact for the Regional Board and external stakeholders.
- To act as initial point of contact for the Executive Office.

Main Duties and Responsibilities

- Assist in the administrative support to meet the needs of the PA's
- Assist in responding to incoming calls and visitors to the Executive Office.
- Assist in the production of a range of College documents both electronic and paper based e.g. committee schedule, organisational structures, committee structure, reports, minutes, agendas, letters etc.
- Respond and action where directed any enquiries in a prompt and professional manner.
- Attend and contribute to team meetings
- Ensure files and systems are maintained in accordance with established procedures.
- To maintain high levels of confidentiality in all matters
- Adopt flexible working methods to meet the changing needs of the College.
- Develop and maintain quality standards appropriate to the post.
- Develop and maintain professional standards and expertise by undertaking relevant professional development.
- All other duties as directed by the PA to the Principal.

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
	SCQF Level 6 in literacy and digital skills or equivalent experience	E

KNOWLEDGE		Essential or Desirable
	Operational sectors within Borders College	D
	Microsoft packages	E
	Filing Systems	D

EXPERIENCE		Essential or Desirable
	Experience in working in an administrative role	D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Presentation skills.	E
	Excellent communication skills – both individual and group.	E
	Negotiating and influencing skills.	E

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Good time management & organisational skills.	E
	Effective decision-making skills.	E
	Good ICT skills.	E
	Ability to work flexibly and effectively respond to changes.	E