



ST LAWRENCE
COLLEGE

Job Description

Personal Assistant to the Bursar

Reports to Bursar

Responsible to Bursar

Job Purpose

To provide total personal assistant and confidential secretarial support to the Bursar, who is also Clerk to the Governors, on a full time basis.

Key Responsibilities

Provide full secretarial service for the Bursar, including preparation of agendas, confidential reports and Minutes of Governors and other meetings, various policies, general correspondence and email. To have the stature to represent the Bursar at both external and internal meetings.

Process Bursary Applications and liaise with parents and outside agencies, attend College Awards Group Meetings and circulate Minutes and Offer Letters. Draft letters for the Chair of Governors.

Responsible for maintenance of the web-based management information system (the Governors' Portal) and for communications between the Bursar's office and the Governing Body.

Maintain filing system for pupils and general files. Archive filing as required.

Answer the telephone in the Bursar's absence and book appointments for the Bursar. Deal with enquiries from parents, staff, pupils and Governors and pass messages on to other members of staff when necessary.

Take telephone calls to assist the College Receptionist as required.

Relationships and Contacts

Dealing with a range of customers (such as parents and staff) in a helpful and courteous manner, providing clear and correct information, and knowing when to pass an enquiry on.

Providing support to academic staff, requiring courtesy, tact and sometimes assertiveness.

Personal Competencies and Qualities

- At least three years' experience of a working in a busy office environment and an ability to plan and prioritise one's own work
- Strong administration and customer service skills
- Proven experience in a similar role.
- Good working knowledge of all MS packages
- Be willing to assist with a variety of different tasks and adapt to change
- Well organised with excellent time management skills

- Strong communication skills, both verbal and written
- Able to produce clear and concise communications to staff at all levels
- Ability to work with a minimum of supervision and make administrative decisions based on a broad understanding of relevant policies or operational requirements
- Attention to detail
- Self-motivated, flexible and have plenty of initiative
- Can do attitude

Remuneration, Benefits & Terms

- **Salary** TBD, dependent on experience and expertise
- **Working hours** Full-time Equivalent (52 weeks per year), 8.30 am - 5pm Monday-Friday, with an hour unpaid lunch break.
- **Holiday entitlement** 20 working days per year plus Bank Holidays.
- **Pension** Baseline Scheme, with option to join the College's Stakeholder Pension Scheme on a contributory basis.
- **Evening and Weekend Work** The requirements of this role occasionally necessitate evening and weekend work, to be compensated with time off in lieu, as agreed with the Bursar.

Working for St Lawrence College

The role will be required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report concerns to the College's Designated Safeguarding Lead.
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.
- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety, and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the relevant College Staff Handbook.

April 2024