



**Job Description**  
**PERSONAL ASSISTANT to SENIOR TUTOR**

- Post Title:** Personal Assistant to the Senior Tutor
- Reporting to:** The Senior Tutor
- Close working with** The Senior Tutor and the Head of Tutorial and Admissions; the main administrative and operational departments; other Colleges and the University; external stakeholders as appropriate.
- Role Purpose:** Acting as personal assistant to the Senior Tutor who has overall responsibility for the academic life of the College, including the admission, teaching and examination of students; the management of college Tutors (responsible for the pastoral care of students); and all matters relating to the Fellowship including recruitment, welfare, teaching provision and support.

**Role Duties and Responsibilities:**

To provide additional administrative support to the Senior Tutor as follows:

- Planning/managing the Senior Tutor's calendar (liaising as appropriate with the Head of Tutorial and Admissions, other senior officers of the College, and external parties), including scheduling of Tutors' Committee Meetings and tutors' duty rotas and co-ordinating meetings with Fellows and Directors of Studies;
- Acting as minute taker for the Education Board (once a term), convened by the Senior Tutor and Head of Tutorial and Admissions, and assisting with collation of the nominations for scholarships and prizes;
- Acting as minute taker for Academic Policy Committee (once per term) convened by the Senior Tutor and Head of Tutorial and Admissions.
- Acting as minute taker for the Tutors' Committee, PREVENT Committee (once per term), Inclusivity Working Group and ad hoc working groups that the Senior Tutor is asked to Chair;
- Administrative assistance with coordination of the triennial review by the Senior Tutors' committee of the college's pastoral and educational role;
- Administrative assistance with Fellowship recruitment, induction and reviews involving the Senior Tutor;
- Coordinating the Science and Arts Communication Prizes;
- Ensuring information updated on website and Moodle as appropriate;
- Assistance with drafting of letters, reports, presentations and other written materials as required;
- Assistance with updating and maintaining the DOS and Tutor's guides;
- Assistance with drafting and collating results related to various College surveys.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

| <b>Attributes</b>    | <b>Essential</b>  | <b>Desirable</b>   |
|----------------------|---|--|
| Skills and knowledge | <p>Experience of working as Administrative/Personal Assistant at a similar level</p> <p>Advanced knowledge of working with Microsoft Office and Email systems, including Word, Excel, PowerPoint</p> <p>Excellent administrative skills (including accurate keyboard skill) with the ability to introduce and manage procedures within an evolving environment</p> <p>Excellent organisational skills and accurate record keeping</p> <p>Excellent written and interpersonal communication skills</p> <p>Ability to work under pressure and managing multiple responsibilities whilst maintaining accuracy and meeting deadlines</p>        | <p>Experience of working in an educational setting, ideally HE</p> <p>Experience of working with Qualtrics</p> |
| Personal Qualities   | <p>Willingness and ability to act as an ambassador for the Senior Tutor and the College in a variety of settings</p> <p>Reliable, trustworthy and uncompromising in respecting confidentiality; able to recognize and manage reputational risk</p> <p>Ability to work well with a wide variety of people at all levels throughout college and outside</p> <p>Capable of working independently; able to take initiatives and decisions as appropriate; able to judge when it is important to consult or refer</p> <p>A friendly, positive and encouraging approach</p> <p>The ability to be flexible and adapt to changing circumstances</p> |  |