

## Job Description

### Personal Assistant

<b>Reports To:</b>	Principal and Academic Dean
<b>Line Management Responsibilities:</b>	None
<b>Key Relationships:</b>	Principal, Academic Dean, Executive Team, HR Manager, PA and Administrator to Academic Secretary and Director of Academic Studies, PA to Director of Finance and Administration, and Chair of the Board of Trustees
<b>Working Hours:</b>	Full time

**London School of Theology (LST)** exists to serve the worldwide church by educating individuals, equipping local churches and engaging in leading research. In a consultative process the Executive Team has prepared *Restoring Foundations*, a two-year strategic plan that gives attention to strengthening LST's fundamentals in the period immediately before and early in the tenure of the new Principal who begins in January 2020.

#### **Job Summary:**

The purpose of this role is to provide administrative support for all aspects of the roles of the Principal and Academic Dean.

Duties include but are not limited to the following.

#### **Diary Management:**

- Diary management for the Principal and Academic Dean including making appointments
- Prioritise the attendance of the Principal and Academic Dean at key events highlighted in the institutional calendar
- Management meetings including the Executive Team Meetings, F&GP and Board of Trustees
- Arranging AAC meetings and faculty related meetings such as faculty development and faculty lunch

#### **Administrative Support:**

- Write notes, letters, documents as required
- Printing, scanning, and binding of documents as required
- Organise national and international travel and accommodation
- Proofread and feedback on appropriate documents
- Manage and respond to emails on behalf of the Principal and Academic Dean
- Process expenses and monitor budgets
- Organise chapel speakers and liaise with the Chaplain
- Organise the Academic Timetable, liaising with the Academic Dean
- Organise Book Launches and Research Seminars
- Organise teaching cover, liaising with potential visiting lecturers
- Manage follow up action points for the Principal and Academic Dean following various meetings
- Take minutes at meetings chaired by the Principal or Academic Dean
- Sorting and opening of post as part of the Reception cover
- Undertake projects to support the Principal and Academic Dean's workload

#### **Research:**

- Carry out Research tasks as and when required
- Organise meetings with the Principal's and Academic Dean's research students

### Secretary to Committees:

Operate as Secretary to the Board of Governors and to the Pension Fund Trustees. Tasks will include:

- Schedule meetings
- Collate all and distribute documents required for meetings
- Take minutes of meetings as required
- Manage follow-up action points from meetings attended as required
- Liaise with the Company Secretary to ensure legal compliance

### Secretary to the Executive Team:

- Schedule and arrange meetings on and off campus
- Collate and distribute all necessary documents needed for meetings
- Take minutes in meetings as required
- Manage follow-up action points from meetings attended as required

### Other:

As a valued member of the LST community, the post-holder will be required to:

- Regularly participate in the weekly Chapel service and Community Days
- Attend and actively support School events including Graduation Day and the Laing Lecture.

<b>PA to the Principal – Person Specification</b>	<b>Essential (E) Desirable (D)</b>	<b>Demonstrated at Application (A) Interview (I)</b>
<b>Qualifications:</b>		
A first degree or a combination of good secondary-level qualifications and relevant experience.	E	A
<b>Experience, Expertise and Skills</b>		
Previous experience as an executive-level PA in a similar size or type of organisation.	E	A/I
IT literate and proficient in Microsoft Office.	E	A/I
Experience of working in the compliance and regulatory context of higher education.	D	A/I
<b>Personal Attributes:</b>		
Excellence in verbal and written communication .	E	A/I
Highly organized and good at time management, efficient and reliable.	E	A/I
Tactful, discreet and able to maintain high levels of confidentiality.	E	A/I
Able to respond well to direction and correction.	E	I
Excellent attention to detail.	E	A/I
Excellent in developing and maintaining healthy interpersonal relationships.	E	I
Pro-active and willing to take initiative and responsibility.	E	I

### Terms of Employment:

Salary: £24,250 per annum.

Hours: 35 hours per week with one-hour lunch break (1.0 FTE). The usual working day is 9.00 a.m. to 5.00 p.m. although some evening and weekend working may be necessary.

Holiday: 22 working days p.a., plus Bank Holidays. LST is closed between Christmas and New Year and this is given as additional leave.

Pension: Eligible to join contributory School pension scheme.

Probation: Six months.

Notice: During the six month probationary period, one week's notice may be given in writing by either side. After this period, one calendar month's notice is required on either side.

London School of Theology is a Christian college and as such it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

All successful candidates should have the right to work in the UK.

**Application Process and Closing Date:**

Interested applicants are welcome to have a conversation with the HR Manager prior to applying.

A CV and letter of application in which it is specifically stated how the applicant meets the requirements of the Person Specification should be submitted to:

The HR Manager

London School of Theology

Green Lane, Northwood

Middlesex HA6 2UW

**Email:** recruitment@lst.ac.uk

**Tel:** 01923 456000

**Closing date for applications:** 0900 hours, Monday 5 October

**Interview date:** Afternoon, Monday 12 October