

LEO BAECK COLLEGE

JOB DESCRIPTION



PA TO PRINCIPAL and to DEAN & DIRECTOR OF JEWISH STUDIES

Job Function:

To provide PA support to the Principal of the College and to manage the work of the Principal's office including support to the Dean & Director of Jewish Studies and to manage specific projects as required

Job Description:

1. To provide PA support for the Principal and Dean & Director of Jewish Studies
 - To deal with a constant flow of emails enquiries, requests for work to be done, meetings and calendar items to be arranged.
 - To keep track of and respond to enquiries from Info emails or via website
2. To control incoming and outgoing communication to the Principal's office and manage the diaries of the Principal and Dean & Director of Jewish Studies
 - To co-ordinate meeting arrangements and to use Doodle polls to arrange meetings
 - To supply refreshments when required for meetings in Principal's office
3. To undertake the administration and organisation of meetings and events e.g. ordination, graduation, seminars and lectures.
 - **Ordination planning:** This major project starts in January taking increasing time up to the month before the ordination in July,
 - **Kol-Bo seminar:** to assist in arrangements for this student study seminar which takes place over two weeks in June each year.
 - **Other seminars, lectures, etc.** as necessary
4. To make travel arrangements for the Principal and for the Dean & Director of Jewish Studies .
5. To manage expenses for the Principal and for the Dean & Director of Jewish Studies.
6. To take minutes at some meetings.
7. To update the LBC website and upload information as necessary including ensuring that the Principal's and the Dean & Director of Jewish Studies teaching materials are available on CollegeNet.

8. To undertake other duties within the scope of the job as directed from time to time.
9. To undertake other College projects as required.
10. To work as part of the LBC Support team, including but not limited to:
 - Answering queries from people visiting the main office including students and staff
 - Answering and responding to telephone calls
 - Assisting faculty members when required with IT requests such as scanning/emailing documents
 - Helping in setting up and clearing away laptop equipment for use in Adobe Connect classes for students working away from the college
 - Providing wi-fi passwords for guest visitors
 - Liaising with caretakers
 - Assisting on staff IT enquiries in the office
 - Keeping track of bookings for the loan of Torah scrolls, checking them out and back into the ark.
 - General office duties - management of printers, phone calls, recycling, stationery orders, etc...

Responsible to:

The Principal's PA is a member of the Support team and reports to the SEO.

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PERSON SPECIFICATION

PA TO PRINCIPAL and DEAN & DIRECTOR OF JEWISH STUDIES

1. **Title:** PA to the Principal and Dean & Director of Jewish Studies
2. **Job Purpose:** To provide administrative and Secretarial Support to the Principal and to the Dean & Director of Jewish Studies.

3. **Skills and Abilities:**

The ideal candidate will be able to demonstrate the following:

- Good level of education and general knowledge.
- Ability to communicate articulately.
- The ability to work with people at all levels.
- Tact and diplomacy and the ability to be polite but firm when dealing with people.
- IT expertise in Word and Excel and ability to use, or willingness to learn, Word Press and PowerPoint.
- Ability to work on their own initiative in the absence of the Principal.
- Ability to work as part of the departmental and support teams.
- Ability to multi-task.

4. **Experience:**

We are looking for someone who can demonstrate experience of:

- Providing administrative support to a high standard
- Working effectively as part of a team
- Working on their own initiative
- Working calmly and effectively under pressure

5. **Personal Qualities:**

We are looking for someone who demonstrates:

- Commitment to provide a high level of service and high quality work as a priority.
- A positive attitude to challenges and problem solving
- An empathetic telephone manner
- Willingness to develop and learn new skills as the work requires.