



Job title:	Personal Assistant (PA) to the Senior Tutor
Responsible to:	The Tutorial Office Manager and ultimately the Senior Tutor
Place of work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary range:	Points 24 – 28 on the University's single salary spine
Hours:	Part-time 50% contract; Flexible how this is organised and could be worked as 18 hours per week year round, or more hours per week during term time only.
Holidays:	36 days annual leave (inclusive of public holidays)
Pension scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

Job summary

Reporting directly to the Senior Tutor this role is to provide secretarial support on a part time basis.

Key responsibilities

- Keeping the Senior Tutor's diary;
- Liaising with others in College and around the University on a range of issues including to make appointments;
- Organising meetings with students, Fellows, staff and people outside the College, at the Senior Tutor's request;
- Welcoming visitors, including providing them with a comfortable place to wait and a drink if necessary;
- Printing papers for meetings, ensuring that the Senior Tutor has the correct paperwork for the correct meeting;
- Collating agendas and papers to be distributed to other Fellows for meetings organised by the Senior Tutor;
- Dealing with enquiries from students and Fellows, in person and by email which may include:
 - directing them to the right person to deal with their question/issue;

- answering more straightforward matters directly;
- in more complex situations, gathering the relevant information to enable the Senior Tutor to make a decision;
- Reviewing the Senior Tutor's email inbox regularly:
 - passing on emails to other members of staff as appropriate;
 - answering relevant emails directly;
 - organising meetings in response to requests;
 - highlighting urgent or important emails for the Senior Tutor's immediate attention;
- Dealing with Tutors' enquiries about difficult issues, solving them where possible and referring them to the Tutorial Office Manager or Senior Tutor when appropriate, having gathered relevant information;
- Collating and distributing information for students;
- Assisting the other staff of the Tutorial Office with administrative duties, especially at busy times of year.

General responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To comply fully with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications/ Education	<ul style="list-style-type: none"> • Good standard of education 	<ul style="list-style-type: none"> • Educated to Level 3 or equivalent
Experience	<ul style="list-style-type: none"> • Some experience of work in a similar or closely related role 	<ul style="list-style-type: none"> • Experience of working in an educational establishment and campus environment
Skills/Knowledge Training	<ul style="list-style-type: none"> • Excellent organisational and time management skills. • Excellent communication skills, both written and verbal. • Accuracy and attention to detail • Knowledge of relevant software including packages in Microsoft Office • Excellent interpersonal skills including tact and discretion • Prioritisation skills and the ability to multi-task effectively • Ability to adapt quickly in a changing environment • Ability to work on own initiative and as part of a team 	<ul style="list-style-type: none"> • Knowledge of databases, mail merge and web pages • Good analytical skills • Willingness to learn new IT packages
Personal attributes	<ul style="list-style-type: none"> • Cheerful disposition • Flexible approach • Professional and courteous • Good sense of humour • Ability to exercise patience 	