# Job Description

<table>
<thead>
<tr>
<th>Job Title: Secretary to Senior Tutor</th>
<th>Post holder:</th>
</tr>
</thead>
</table>

## Reporting To: Senior Tutor

| Senior Tutor | Secretary to Senior Tutor |

## Main Purpose of Role/Overview:

The post holder will provide a professional, efficient and courteous first point of contact for those wishing to have dealings with the Senior Tutor. They will be responsible for managing electronic diaries, social events, organising calls and meetings and other administrative duties.

## Main Responsibilities and Duties:

1. Maintain electronic schedule of the Senior Tutor and liaise with the Senior Tutor in order to forward plan – taking into account current objectives of the College and the University. Manage the scheduling of meetings, plan and manage the overall working day to ensure an appropriate balance of meetings, incorporating meeting follow up activity. Provide supporting information and materials to the Senior Tutor for each appointment.

2. Act as a primary point of contact for the Senior Tutor; manage communications with senior members within the University and externally. Respond to requests to the Senior Tutor. Screen, prioritise and respond to incoming calls, mail, email and visitors.

3. Provide administrative support as required including ensuring appropriate papers for meetings are available. Type correspondence, open and process post.

## Standards of Performance/End Results:

1. Accurate and timely diary management, monitoring inboxes, anticipating diary pressures and acting accordingly to ensure smooth and effective running of the diary, booking rooms where appropriate.

2. Ensure that no substantive complaints are received from those enquiring.

3. Provide timely, relevant information, ensuring accurate records kept and filing completed.
4. Attend internal working group/committee meetings as required: prepare agendas, take minutes, circulate action lists, identify follow-up actions and ‘owners’; follow-up progress.

5. Be fully informed of the College’s Operational and Strategic Plans and meetings and events so as to assist in achieving the strategic vision of the College

6. Support the Senior Tutor with the ongoing implementation of the College’s new admission policy. Ensure deadlines are met on behalf of the Senior Tutor; work closely with senior members of the College to assist with all elements coming together.

7. Co-ordinate the flow of information about academic and welfare matters across the College and University.

8. Provide administrative support to the Students Union and student societies as necessary to include managing calendars, events administration, carrying out annual satisfaction surveys and monitoring social media.

9. Oversee Formal Hall bookings, including arranging seating plans when required.

10. To assist the Senior Tutor in collecting data and preparing reports for internal and external Committees.

11. Manage the process and collation of all PDR’s across the Senior Tutor’s management team.

12. Arrange other social events, which the Senior Tutor organises.

13. Receive and welcome visitors on behalf of the Senior Tutor.

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

<table>
<thead>
<tr>
<th>Scope/size of role (budgets, people, etc):</th>
</tr>
</thead>
</table>

V1 - November 2019
**Significant internal/external relationships:**

Executive Assistant to the President, President, Vice-President, Bursar, Senior Tutor, Registrar, Development Director, Head of Communications & Marketing, Tutorial and Admissions teams, all staff, Fellows, variety of external contacts and VIPs, external advisers

**Objectives (as per PDR) or key milestones:**

**Time duration:** Permanent  
**Target/Objective:**

<table>
<thead>
<tr>
<th>Date prepared</th>
<th>Agreed by Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>By whom</td>
<td>Agreed by post holder</td>
</tr>
</tbody>
</table>

V1 - November 2019