

Job Description:	PA and Administrator
Reports to:	Academic Secretary, Director of Academic Support (ASDAS)
Line management responsibilities:	None
Key relationships:	Registry Team, Faculty, Executive Team, IT and Finance Team

London School of Theology (LST) is a world class institution which exists to serve the world-wide church by educating individuals, equipping local churches and engaging in leading research. The School, under the leadership of its Executive Team, is developing a new strategic vision for 2019–2025. This is a strategy for growth, consolidating LST’s position as the largest evangelical interdenominational theological college in Europe. The post of PA and Administrator is set within the context of a regulatory environment that is governed under the Higher Education and Research Act 2017. In this respect, LST has been awarded registration with Office for Students; the post-holder will play a key role in the development of LST’s response to this emerging regulatory environment. The post-holder will be of crucial support to the Academic Secretary not least to help ensure that LST meets the ongoing registration conditions of Office for Students but to undertake activities that will support the institution to assure quality, meet ongoing reporting requirements and support students to access, succeed and progress from higher education.

The primary role of the post-holder will be to provide personal support to the ASDAS as well as support in connection with the ASDAS’ responsibilities within the institution. Therefore, support will include, but will not be limited to:

- Dealing with diary, telephone and email enquiries.
- Making room bookings and undertaking other administrative tasks such as photocopying, scheduling meetings, organizing travel and processing expenses.
- Taking / producing minutes of meetings.
- Maintenance and archiving of documents and records.
- Facilitating the delivery of key institutional committees including Academic Board, Research Ethics Committee, Academic Misconduct Panel, Accreditation of Prior Learning Committee, Assessments Boards, Programme Boards and Organisational Management Group. This will include undertaking all of the aforementioned duties as well as producing letters for students and updating records on LST’s student information system.
- Undertaking administrative duties to support the Registrar to monitor, manage and report:
 - Student enrolment, disability and educational needs.
 - Attendance and requests for extenuating circumstances.
 - Student appeals, disciplinary matters and complaints.
- Undertaking administrative duties to produce the following academic enablers:
 - Institutional calendar.
 - Freshers’ week timetable.
 - Academic timetable.
 - Student handbooks.
 - Assessment schedule.
- Undertaking any other duties as may reasonably be expected and requested by the ASDAS or the Registrar.

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

- Participate in chapel and community prayer groups.
- Attend and support School events including Graduation Day and the Laing Lecture.

PA / Administrator - Person Specification	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Qualifications:		
A first degree or a combination of good secondary level qualifications and relevant experience.	E	A
Experience, expertise and skills		
Previous experience working as an executive-level PA or academic administrator in a similar size / type organisation.	E	A / I
Very IT literate and proficient in the use of the Microsoft Office package.	E	A / I
Experience of working with educational platforms and databases.	D	A
Experience of working in a compliance / regulatory context in higher education.	E	I
Personal attributes:		
Known by others as loyal and friendly.	E	I
Calm, thoughtful and polite to all people.	E	A / I
Clear and concise oral and written communication skills.	E	A / I
Able to respond well to direction.	E	I
Methodical, analytical and disciplined.	E	I
Desire and ability to learn, grow and develop.	E	I
Excellent in developing and maintaining interpersonal relationships.	E	I

Additional information:	
Salary:	Dependent on experience but up to a maximum of £23,500.00.
Hours:	35 hours per week with one-hour break for lunch (1.0 FTE). The usual working day is 9.00 am to 5.00 pm although some evening and weekend working may be required.
Holiday:	22 working days plus Bank Holidays. The School closes between Christmas and the New Year and this time is given in addition to annual leave.
Probation:	The appointment is subject to a probationary period of six months.
Notice:	During the six-month probationary period, one week's notice may be given in writing on either side. After this period, one calendar month's notice is required on either side.
DBS:	A satisfactory DBS declaration is required before taking up the post.
Date of appointment:	It is intended that the post-holder shall take up the post as soon as possible and ideally by Monday 1 st July 2019.
Application process:	Interested applicants are welcome to have a conversation with the HR Manager prior to applying. A CV and letter of application (in which you specifically state how you meet 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
Selection process:	Closing date for applications: Noon, Wednesday 19 th June 2019 Interview date: Monday 1 st July 2019

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.