

## Job Description

### PA to Principal and Academic Dean

<b>Reports to:</b>	<b>Principal and Academic Dean</b>
<b>Line Management Responsibilities:</b>	<b>None</b>
<b>Key Relationships:</b>	<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>
<b>Location:</b>	<b>LST, Green Lane, Northwood, HA6 2UW</b>

#### London School of Theology

London School of Theology (LST) has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness. We are at an important moment in the life of the School, with a re-envisioning process underway and a new strategy being developed.

#### Overview of the role

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

#### Key Tasks

The following key tasks are indicative of the role, rather than exhaustive, and tasks may be amended in response to changing requirements or in line with the skills and experience of the post-holder.

#### Diary management:

- Diary management for the Principal and AD including making appointments
- Prioritise the attendance of the Principal and AD at key events highlighted in the institutional calendar
- Management meetings including the Executive Team meetings, F&GP and Board of Trustees
- Arrange Academic Affairs Committee meetings, compile Agenda and collate necessary paperwork, liaising with the Chair and AD
- Arrange faculty related meetings such as faculty development and faculty lunch

#### Administrative support:

- Write notes, letters and 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 AD
- Process expenses and monitor budgets
- Organise Chapel speakers and liaise with the Chaplain
- Assist with the Academic timetable, liaising with the AD
- Organise book launches and Research seminars
- Organise teaching cover, liaising with potential Visiting Lecturers
- Manage follow-up action points for the Principal and AD following various meetings
- Take Minutes at meetings chaired by the Principal or AD
- Sorting and opening of post as part of the Reception cover
- Undertake projects to support the Principal's and AD's workload

**Research:**

- Carry out research tasks as and when required
- Organise meetings with the Principal's and AD'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 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 documents required for meetings
- Take Minutes of meetings as required
- Manage follow-up action points from meetings attended as required

**Other:**

As a valued member of the LST community, the postholder 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

**Person Specification:**

	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
<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 organization	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: £26,000 - £28,000 per annum.

Hours: Full-time (35 hours per week) or part-time (no less than 14 hours per week), as the tasks within the JD can be separated for those interested in part-time working only. The usual working day is 9.00 am to 5.00 pm although some evening and weekend working may be required.

Holidays: 23 days per annum plus public holidays for 1.0 FTE role and pro-rata accordingly.  
LST is closed between Christmas and the New Year and this is given as additional leave.

Pension: Eligible to join the School's pension scheme.

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

Date of appointment: It is intended that the postholder shall take up the post as soon as possible.

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 must 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.

Applicants should send the following to the HR Manager as pdf documents attached to an email:

- a. Covering letter of application in which you specifically state how you meet the requirements of the Person Specification)
- b. Curriculum vitae
- c. List of three referees (these will not be taken up without the candidate's permission)

The HR Manager  
London School of Theology  
Green Lane, Northwood  
Middlesex HA6 2UW

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

**Tel:** 01923 456000

**Candidates are encouraged to apply early as applications will be considered upon submission.**