

## Job Description

### PA to the Director of Finance & Administration

Reports to:	Director of Finance & Administration (DFA)
Line Management responsibilities:	None
Key Relationships:	DFA, other Executive members (3), PAs to Executive members, Heads of Department
Location:	LST, Green Lane, Northwood, HA6 2UW

#### 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.

#### Job Summary

LST is recruiting a PA to provide administrative support to the Director of Finance & Administration (DFA).

#### 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.

##### A) Specific duties:

To provide administrative support:

- Collate all necessary documents needed for meetings
- Take minutes in meetings as required
- Type up notes, letters, documents as required
- Organise travel
- Respond to emails on behalf of the DFA
- Manage follow-up action points for the DFA from meetings he has attended

To provide personal assistance:

- Diary management including scheduling meetings
- Process expenses

To operate as Secretary to committees:

- Schedule meetings and collate / distribute documents
- Take minutes and monitor progress against actions
- Monitor generic email boxes

To administer Visiting Lecturer Contracts:

- Liaise with the Academic Dean and the Manager of Online Education to maintain a full list of all visiting lecturers and their required work
- Ensure they are supplied with the appropriate contract and schedule of work
- Maintain all the signed contracts in the HR folders
- Act as the contact person for any invoicing queries

##### B) Other duties:

- Open post as part of the cover rota
- Any other duties which may be reasonably expected given the grade/salary of the role

**Person Specification:**

The ideal candidate for this role will have the following experience and skills:

- A minimum 2 years' experience as a PA and/or Administrator.
- IT literate and proficient in the use of Microsoft Office, email administration, Cognito forms; keen to learn to engage with online educational platforms and Virtual Learning Environments such as Moodle technology. Also adept at using mobile communication media, or ability to learn.
- Good at time management; efficient and reliable. Quick email turnaround time is required, as well as other mobile media (during office hours but with the willingness to exceptionally communicate out of office hours as well).
- Excellent at communicating, both orally and in written form within various contexts.
- Excellent at interpersonal interactions.
- Excellent at administration, organisation and highly attentive to detail.
- Tactful, discreet and able to maintain very high levels of confidentiality.
- Pro-active; a self-starter but also able to work under direction and find the appropriate balance, limits and boundaries in taking initiative.

**Terms of Employment:**

Salary:	£23,000 - £25,500 per annum (1.0 FTE) pro-rata to 0.6 FTE depending on experience.
Hours:	21 hours per week (0.6 FTE). The usual working day is 9.00 am to 5.00 pm although some evening and weekend working may be required. These hours may be worked in three days or across the week.
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.
Death in service:	Two times annual salary
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:**

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

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 promptly as applications will be considered upon submission.