

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Personal Assistant to Dean, Fashion Business School  
**Accountable to:** Developments Manager, Fashion Business School

**Contract Length:** 6 months fixed term contract  
**Hours per week/FTE:** 35  
**Weeks per year:** 52

**Salary:** £28,274 pa  
**Grade:** 3

**College/Service:** London College of Fashion  
**Location:** John Princes Street, London W1

### Purpose of Role:

To provide a confidential secretarial and administrative service to the Dean. The post holder will also provide organisational and administrative support to the School Programme Directors and/or Line Managers and Associate Dean within the School as appropriate.

The post holder will co-ordinate work related to meetings of the School as well as manage the personal office of the Dean. The ability to deal with confidential issues and a professional approach to all transactions carried out on behalf of the Dean, including discreet handling of personal and confidential files are essential qualities for this post.

### Duties and Responsibilities

- To work with the Dean to plan and prioritise workloads to ensure that deadlines for action are met; monitoring deadlines and prompting further action as required; developing a meetings' schedule to reflect deadlines relating to agendas, reports and minutes.
- To organise and record School senior staff meetings, preparing agendas, drafting minutes and compiling points for action in conjunction with the Dean / Associate Dean, room bookings, the provision of refreshments and distributing papers.
- To manage the diary, co-ordinating activities, events and meetings to optimise the use of the Dean's time.
- To maintain the information required by the Dean and develop appropriate information retrieval systems (paper-based and electronic). Researching and retrieving information from a range of external sources.
- To filter, process and channel incoming communications to the Deans Office and take action where appropriate; processing incoming mail and e-mail, monitoring incoming messages and sending appropriate communications on behalf of the Dean and providing supporting information as required. In the absence of the Dean directing communications to appropriate senior colleagues in the School for action.
- To format and produce high quality letters, memos, e-mails, School newsletter, reports and presentations to deadlines and in house-style, using appropriate software.
- To maintain records of staff development and training and research activity for the School.
- To recording annual leave and research leave requests for staff in the School.

- To coordinate travel arrangements on behalf of the Dean, and other academics in the school, and assist with hotel bookings for external visitors to the School as required.
- To coordinate conference bookings on behalf of the School.
- To monitor income and expenditure against the Dean's budgets and external industry sponsored projects, checking invoices against purchase orders for authorisation.
- To provide support to the Associate Dean, School Developments Manager and School Support Administrator e.g. in data collection and statistical analysis.
- To organise internal School events as and when required, for example, school planning days, retirement / leaving functions.
- To liaise with external agencies, such as the Chartered Association of Business Schools, as necessary and as required by the Dean of School or School Developments Manager.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Dean of Fashion Business School
- Fashion Business School Developments Manager
- Associate Dean Fashion Business School
- Academic and support staff Fashion Business School
- LCF Personal Assistants
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**Specific Management Responsibilities**

**Budgets:** N/a

**Staff:** N/a

**Other** (e.g. accommodation; equipment): N/a

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: PA to Dean Fashion Business School****Grade: 3****Person Specification**

Specialist Knowledge/ Qualifications	Relevant qualification e.g. A level or equivalent experience  Relevant Degree qualification is desirable
Relevant Experience	Significant relevant office experience
	Significant relevant administrative experience
	Significant experience of working in a supporting role
	Significant experience of writing reports and formatting presentations
	Relevant experience of diary management
	Experience of committee servicing and minute taking
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems