



JOB DESCRIPTION	
Job Title	Personal Assistant to the Head of HR and Head of Finance
Department	Guildhall School of Music & Drama
Grade	Grade C
Location	Guildhall North Wing / Hybrid
Responsible to	Head of HR & Head of Finance
Responsible for	n/a

Purpose of post

To deliver a high quality professional administrative service to the Head of HR and Head of Finance and to support in the day-to-day running of both departments.

The varied role will be required to support the HR and Finance departments in meeting the School's Organisational and Strategic plans. The role will play an integral part of supporting the working day of both the Head of HR and the Head of Finance, using initiative and judgement to anticipate their needs, ensuring the efficient and effective management of their time and work.

To be responsible for organising and coordinating operations for both HR and Finance and managing the effectiveness, efficiency and compliance with City of London Corporation policies and procedures.

To conduct all activities taking account of the City of London's Equal Opportunities' policy, ensuring that all students, employees, clients, and contacts are treated fairly and with dignity and respect.

To do everything possible to enhance the performance and reputation of the Guildhall School, and to promote the Guildhall School both nationally and internationally as a centre for innovation and excellence.

Main Duties & Responsibilities

The following duties are not shown in order of priority or frequency, but rather an indication of the type and level of duties expected of the post in both the Finance Team and Human Resources team.

Finance

- 1 Monthly purchase card administration and compliance for the School. Review all submitted expenses to ensure they are compliant with the City of London Corporation Purchase Card procedure.
- 2 Maintaining and coordinating risk register updates following Head of Finance review. Collating risk register updates from managers across the School and dealing with queries from the Head of Finance. Ensuring timely updates are processed on the City of London Corporation risk register software system
- 3 To coordinate extensive diary commitments including external appointments, invitations, ad hoc and meetings for the year ahead for the Head of Finance. This includes but is not limited to all regular 1-1s and Committees, taking minutes where required.
- 4 Coordinating recruitment. Preparing and collating recruitment paperwork for new recruitment for the team. Supporting onboarding for new starters in the team, i.e. organising laptop/ID cards/Email accounts.
- 5 Coordinating and supporting staff events e.g. away days and team building activities
- 6 To act as a procurement champion for the School, providing advice and support to colleagues/managers across the School. This will require the role holder to familiarise themselves with the City of London Corporation procurement regulations.
- 7 Proofreading finance papers. Supporting and collating Finance papers and submit these on behalf of the Head of Finance to various City of London Corporation Committee's
- 8 To support Finance planned and ad hoc project work, implementing and facilitating the projects as appropriate.

HR

1. To provide a high standard of confidential personal assistance support to the Head of HR.
2. To act as a key point of contact to and on behalf of the Head of HR, managing incoming and drafting outgoing communications (post/ e-mails/ phone calls), showing only necessary material to the Head of HR and making decisions and actions on managing the remainder as appropriate. In doing so, create and maintain a professional image for the School using tact, discretion, courtesy and diplomacy always.
3. Coordinating and supporting staff events e.g. away days and team building activities
4. To coordinate extensive diary commitments including external appointments, invitations, ad hoc and meetings for the year ahead for the Head of HR. This includes but is not limited to all regular 1-1s and Committees.

5. To act as secretary to committees and department meetings, including Staff Development Committee, Diversity Equity and Inclusion Team meetings, HR Team Meetings. This involves preparing agendas, taking, and distributing minutes and ensuring that action items have been followed up.
6. When required, to organise hospitality relating to the Head of HR's responsibilities.
7. To provide financial administrative support and reconciliation of the Head of HR's spend; including corporate cards, raising and receiving invoices and purchase orders, expenses, processing new suppliers and making payments.
8. To set up and oversee the use of appropriate office systems i.e. diary and meeting schedules, timetabling, post, filing system etc., and administrate these efficiently and effectively.
9. To coordinate and/or support events through the HR including catering arrangements, staffing support, room booking, logistics etc as required. Events include, but are not limited to, All Staff Meetings, Graduation and the Annual Christmas Lunch.
10. To support HR planned and ad hoc project work, implementing and facilitating the projects as appropriate.
11. To coordinate the Head of HR bi-annual appraisal process involving all direct reports.

In addition:-

1. To actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
2. To actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
3. To undertake any other duties that may reasonably be requested appropriate to the grade.

PERSON SPECIFICATION	
Job Title	Personal Assistant to the Head of HR and Head of Finance
Department	Guildhall School of Music & Drama
Grade & Level	Grade C
Trent Position Number	TBC

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

Essential

- Educated to A level standard or equivalent (A)
- Excellent IT skills to include MS Office (Word, Excel, Outlook and Power Point) (A, I)
- Excellent written and verbal communication skills with people at all levels (I)
- The ability to work independently in a busy multi-task environment as well as part of a dynamic and supportive team is essential (A, I).
- The ability to work to tight deadlines and maintain a calm, flexible and ordered approach (A, I)

Desirable

- Experience of working with Oracle (CBIS) would be advantageous (A, I)
- Industrious and hard-working with a pleasant personality (I)

Experience required, including Budget Holding Experience (if appropriate)

Essential

- Experience of working with sensitive and confidential information (A, I)
- Proven experience as a Personal Assistant or a proven track record of supporting at a senior level or demonstrated experience in providing quality personal and administrative assistance and support at senior level. (A, I)
- Experience of maintaining office systems (A, I)
- Proven communication skills with an excellent level of written and spoken English (A)

- Professional telephone manner and ability to welcome visitors to a professional standard (A)
- Good organisational skills with a proven ability to prioritise and to meet tight deadlines (A, I)
- High standards of accuracy and meticulous attention to detail (A, I)
- Experience of providing professional administrative support to a variety of committees including diary management, minute-taking, preparing papers, preparing agendas etc. (A, I)
- Ability to negotiate effectively. (A, I)
- Experience of implementing and improving systems. (A, I)
- Ability to understand, interpret and constructively use information gathered in the course of duties. (A, I)
- Self-motivated and a self-starter with a flexible approach and excellent time management. (A, I)
- Ability to use own initiative and make decisions with an innovative approach to problem solving. (A, I)

Desirable

- Experience of working in an Education or Local Government organisation (A, I)
- Experience of co-ordinating projects (A, I)
- Have an awareness of, and interest in, the needs of staff in a performing environment and be able to respond imaginatively to challenges. (A, I)
- An interest in Music and Drama. (A, I)

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Sign.....Date.....



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is **£36,900 - £40,850**, including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

Normal hours of work are 9.30am – 5.30pm, being 35 hours per week excluding lunch breaks, Monday-Friday but the postholder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One months' notice by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.