JOB DESCRIPTION

Post:	Faculty Administrator
Responsible to:	Head of Faculty
Responsible for:	Administration/Support
Pay Band:	2

JOB PURPOSE

To contribute to the work of the faculty by completing tasks to a consistently high standard.

Faculty Administrators will normally work on a set of related activities on a single campus but may at times of peak demand, or when colleagues are absent, be asked to extend their normal range of duties or cover for an absent colleague.

DUTIES

1. 1.1 Provide secretarial and administrative support to the Head of Faculty, sometimes of a confidential nature, as necessary;

   1.2 To complete tasks following agreed procedures, to a high standard, and to meet deadlines;

   1.3 To prioritise work according to the guidance of the Head and Supervisors working in the area;

   1.4 To demonstrate a customer focussed approach at all times.

   1.5 Organise appointments and diary;

   1.6 Filter mail and telephone calls and other communication;

   1.7 Process papers, format documents and correspondence, sometimes of a confidential nature;

   1.8 Administer support for interview days relating to vacancies in the faculty.

Other duties applicable to all staff working at Abingdon and Witney College

- To work as a member of the administrative team completing central service tasks and functions, including front desk duties;

- Participate in a programme of personal development;

- Keep abreast of developments in their area;

- Adhere to the Health and Safety policies and procedures in force within the College, with particular regard to their own safety and that of other people using the College;

- Adopt high standards of customer service;

- Abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policies.

As a term of your employment you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The management reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential Criteria	How Assessed
1	Level 2 qualification or equivalent standard	Application form, interview
2	Level 2 or above in literacy, numeracy and IT.	Test at interview
3	Excellent interpersonal skills with a range of people – students, staff, parents, employers	Application form, interview
4	Evidence of a positive approach to learning and change	Application form, interview
5	The ability to work under pressure and to deadlines	Application form, interview
6	A flexible attitude towards working hours	Application form, interview
7	Good communication skills, both written and oral	Application form, interview
8	Good organisational skills and the ability to work methodically	Application form, interview
9	An ability to work quickly and accurately, following agreed procedures	Application form, interview
10	The ability to use word processor, database and spreadsheet packages	Application form, interview
11	An ability to pay close attention to detail	Application form, interview
12	Experience of dealing with the general public	Application form, interview
13	Evidence of working in a team environment	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Familiarity with a wider range of IT applications	Application form, interview
2	A qualification / experience in a customer focussed environment or is willing to train	Application form, interview
3	Ability to travel between Campuses	Application form, interview

A successful applicant will also demonstrate at least one of the following:

- Secretarial skills
- Administrative experience
- Experience of working on a reception desk or as a switchboard operator
- Data input skills
- Call centre experience
- Technical expertise in reprographics/IT
- Accounts experience/qualifications
- Stock control
- Help desk operation

CONDITIONS OF SERVICE

Salary:	£16,654 to £17,765 per annum
Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
Hours:	37 hours per week, all year round
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish
Medical:	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING - Abingdon & Witney College is committed to ensuring the well-being of all young people and vulnerable adults in its care.

EQUAL OPPORTUNITIES – Abingdon and Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ **Abingdon and Witney College is committed to good practice in employing disabled people. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.

- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.

- Make every effort when employees become disabled to make sure they stay in employment.

- Make sure key employees develop the awareness of disability needed to make this commitment work.

- Review these commitments annually.