Abingdon & Witney College

JOB DESCRIPTION

Post:	CIT Administrator
Responsible to:	Admin Coordinator / Manager, College Information Team
Pay Band:	2

JOB PURPOSE

This busy admin role supports admission and exam activities within the College and works to ensure learner and curriculum records are accurate.

Main duties

- Support students through the admissions process, whether in person, by email or telephone.
- Liaise with staff and students to ensure timely completion of all tasks (e.g. exam entries).
- Accurately update the learner database (EBS).
- Monitor team email inboxes.
- Help develop team processes and systems.
- Work flexibly to meet business needs

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

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

	Essential criteria	How assessed
1	Educated to Level 2 or above to include literacy and numeracy.	Application / interview / Qualification certificates
2	Excellent communication and interpersonal skills with a wide range of people	Application / interview
3	A flexible attitude towards working hours	Application / interview
4	A positive approach to challenges and change	Application / interview
5	Evidence of effective working within a team environment	Application / interview
6	Good organisational skills and the ability to work methodically	Application / interview
7	The ability to work under pressure and to deadlines	Application / interview
8	An ability to work quickly and accurately, following agreed procedures	Application / interview
9	Confident IT user with the ability to use word processor, database and spreadsheet packages	Application / interview
10	A commitment to the values and beliefs of the College	Application / interview
11	A professional approach to the workplace environment	Application / interview
12	Experience in a customer service environment	Application / interview

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

	Desirable Criteria	How Assessed
1	Familiarity with a wider range of IT applications	Application / interview
2	Ability to travel between campuses	Application
3	Experience of working within an FE college	Application / interview