****

**JOB DESCRIPTION**

**JOB TITLE:** **Office Administrator – Adult Skills and Community**

**HOURS: 37 hours per week, working days as follows:**

**Monday to Thursday 8:45am-5:20pm, Friday 8:40am-4:20pm**

**CONTRACT: Full time, full year**

**REPORTS TO: Head of School – Adult Skills and Community**

**AREA: Adult Skills and Community**

**GRADE/SALARY: Support Staff Scale 3 points 14 to 17, £17,234 to £18,370**

**per annum**

**POST NO: SS419**

**CLOSING DATE: Sunday 20th October 2019**

**DBS: Enhanced Disclosure Required**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE:**

To provide administrative support within the Adult Skills and Community Administration Office.

**PRINCIPAL DUTIES:**

1. To work under guidance of the Senior Community Office Administrator to take responsibility for agreed areas of Community administration including:

* Providing admin support to the Apprenticeship programmes
* Providing admin support to the maths & English programmes
* Providing admin support for the Community classes
* Collating and distributing tutor packs
* Supporting quality processes such as inputting student survey results
* Populating the Community calendar spreadsheet
* Contacting students and taking student enquiries
* Contacting tutors regarding mandatory training
* Collating achievement data from awarding bodies
* Collecting and organising risk assessments / Public and Employer Liability Certificates
* Supporting with the organisation of team meetings
* Supporting with celebration events

1. To act as a point of contact for students and tutors.
2. To take minutes for meetings as necessary.
3. To undertake general administrative tasks within the Adult Skills and Community Office and provide administrative support for the full cycle of business throughout the academic year.
4. To undertake any necessary Data Protection responsibilities and duties as required by the post.
5. To undertake Health and Safety training as required.
6. To adhere to policies, procedures and values of Solihull College & University Centre.
7. To undertake all mandatory training in a timely manner as required e.g. Safeguarding, Prevent.
8. To undertake necessary Health & Safety responsibility, duties and training as required by this post.
9. To undertake any necessary Data Protection responsibility, duties and training as required by the post.
10. Such other duties as required which are broadly consistent with the general functions and grading of this position.

**EQUAL OPPORTUNITIES:**

Solihull College & University Centre is committed to a comprehensive policy of Equal Opportunities. All employees are required to abide by this policy and ensureits compliance throughout the College.

**SAFEGUARDING:**

Solihull College & University Centre is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

**SOLIHULL COLLEGE & UNIVERSITY CENTRE**

**PERSON SPECIFICATION**

#### JOB TITLE: Office Administrator – Adult Skills and Community

**SALARY: Support Staff Scale 3 points 14 to 17, £17,234 to £18,370 per annum**

**POST NO: SS419**

|  |  |  |
| --- | --- | --- |
| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION/**  **TRAINING** | 5 GCSEs A-C or equivalent to include maths and English | Level 2 IT qualification |
| **RELEVANT**  **EXPERIENCE** | Significant proven administrative experience within office environments. Specifically the ability to efficiently:   * Set up and amend Excel spreadsheets accordingly * Set up, format and edit word documents including tables, splitting/merging cells * Set up and use Mail Merge * Use Outlook to manage multiple inboxes, compose/reply to emails and flag tasks appropriately * Work accurately and effectively in a very busy office environment | Experience of administrative systems within education  Experience of minute taking  Experience of Pro Solution software  Experience of working on own initiative  Experience of diary management and use of Calendars within Outlook |
| **SKILLS /**  **APTITUDES** | Excellent administrator - well organised and able to meet deadlines  Effective communication and interpersonal skills  Excellent customer service skills and a very good telephone manner  Excellent IT and number skills  Good team player with a positive ‘can do’ attitude  Strong organisational skills with a methodical approach and the ability to multitask under pressure  Problem solving skills  Flexibility  The ability to communicate and liaise with associated internal and external customers  General awareness of cultural diversity  A commitment to the Safeguarding of Young People and Vulnerable Adults and an awareness of the Government ‘Prevent’ strategy |  |