



JOB DESCRIPTION

JOB TITLE: ADMINISTRATOR – PRISON EDUCATION
FRAMEWORK (PEF) SOUTH EAST REGION

POST NUMBER: WREQ2045

GRADE: HAY 10 SCALE

JOB PURPOSE

The appointee will join the administrative support team of South East Prison Education of Weston College as an Administrator in the regional office and will be assigned to duties within this role. The line manager for the area to which you are assigned will provide general supervision. You will provide comprehensive secretarial/administrative support to the line manager and/or the Department to which you have been assigned. The College will from time to time review its secretarial/administration needs and may require you to provide these services in any of the 10 prisons within the Kent, Sussex and Surrey region, in the short or long term.

KEY TASKS / DUTIES

- To undertake general clerical duties and implement College office procedures and processes.
- To undertake filing and administer departmental record keeping.
- To use a computer to input data onto spreadsheets or databases including the setting up of simple spreadsheets or databases. Word process memos, letters, reports and other communications. Draft replies to general enquiries. Take minutes at meetings.
- Ensure that all post is distributed to appropriate personnel in the Department and action routine responses from own initiative.
- To receive telephone calls and visitors, as well as answering general enquiries relating to the Department.
- To maintain appointment diaries and arrange meetings.
- To liaise with personnel in other departments or external organisations to obtain and provide information.
- To record Departmental absence and leave on the College's Personnel database.

GENERIC DUTIES

The main generic duty and responsibility of the Administrator is to provide administrative and clerical support and implement the key business processes that support the work of the team.

The person appointed will, in addition to the tasks outlined above, support and complement the team to fulfil the following generic duties:

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- To ensure that all aspects of activity are kept under review, developed as necessary, reflect a client centred provision, implement approval procedures and ensure subsequent delivery meets approved criteria.
- To promote total quality in all aspects of external activity.
- To undertake responsibility for the Health and Safety activities as detailed in the College Health and Safety Policy Statement and Operating Manual.
- To comply with all College policies and procedures.
- To engage in continuous professional development.
- To carry out such other duties as required by the Principal and commensurate with the grade of the post.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their workplace area and co-operate with the College on matters of Health and Safety. This will include assisting with the undertaking of risk assessments and carrying out appropriate actions as required. Staff are required to refer to the College Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in the College staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The standard Weston College contract of employment for Management Spine staff applies.

SALARY

Hay 10 scale, Points 18 – 21: £ 18,418.00 - £ 20,526.00 per annum.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum inclusive of statutory holidays.

The College reserves the right to direct up to 10 days of your annual year entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

ADMINISTRATOR	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4/C or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Level 2 IT qualification or equivalent.	✓	
Secretarial/Administration qualification at level 2 or equivalent.	✓	
Competent IT User with knowledge and Experience in using spread sheets and databases.	✓	
3 years recent relevant experience in an administrative environment.	✓	
Able to respond positively to changing circumstances and responsibilities.	✓	
Confident communication skills and able to express information and ideas in a manner that is appropriate, concise and accurate.	✓	
Ability to participate with other team members and contributing constructively, able to work unsupervised.	✓	
Own transport if assigned to another College site.		✓