

JOB DESCRIPTION

Post:	Faculty Administrator
Responsible to:	Head of Faculty
Responsible for:	Administration/Support
Pay Band:	3

JOB PURPOSE

To contribute to the work of the faculty by completing tasks to a consistently high standard. Liaising with Cross College Services to ensure Faculty compliance.

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 Managing financial processes on behalf of the Faculty on a day to day basis.
- 1.2 Managing student trips/residential processes.
- 1.3 Managing and prioritising Head of Faculty email inbox
- 1.4 Managing Faculty Management diaries and/or the Faculty inbox. Organise appointments and diary.
- 1.5 Managing Faculty events, social media accounts and co-ordinate Faculty O365 site.
- 1.6 Provide secretarial and administrative support to the Head of Faculty and Curriculum Manager, sometimes of a confidential nature, as necessary.
- 1.7 Co-ordinating Faculty Learner Voice.
- 1.8 Co-ordinating Faculty disciplinary processes.
- 1.9 Co-ordinating interview days relating to vacancies in the Faculty.
- 1.10 To complete tasks following agreed procedures, to a high standard, and to meet deadlines.
- 1.11 To prioritise work according to the guidance of the Head and Supervisors working in the area.
- 1.13 To demonstrate a customer focussed approach at all times.
- 1.14 Liaise and manage work with other Senior Managers within the business.
- 1.15 Categorising mail and telephone calls and other communication.
- 1.16 Managing student enquiries, applications and interviews.

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	Level 3 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 and use of initiative	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