**Job Description**

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| **Directorate** | Curriculum, Quality & Recruitment |
| **Department** | Maths English & ESOL |
| **Section** | Maths English & ESOL |
| **Job Title:** | Administrator |
| **Reports To:** | Director Maths English & ESOL |
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| **Job Purpose** | |
| To provide an effective administrative service to the English, Maths and ESOL department to assist them in the effective discharge of the work of the College. | |
| **Main Responsibilities** | |
| To provide secretarial, administrative and clerical support as necessary for the department of Maths, English & ESOL | |
| **Main Tasks** | |
| Deal with all communication proactively including preparing draft responses and reports, obtaining information from relevant sources, resolving issues, delivering responses and ensuring that any resulting deadlines are diarised and met.  Collate and produce statistical and other information for management reports and cross-College documentation, ensuring the information is updated regularly, including organising/updating manual and computerised systems.  Organise all preparatory work and administrative arrangements, including agendas and supporting paperwork, for meetings.  Attend College meetings where required, taking narrative and action minutes as appropriate to the meeting.  Complete all administration/clerical work arising from matters dealt with by the Directorates Senior Leadership Team.  Work collaboratively with colleagues to ensure the highest standards of customer service are delivered.  Maintain effective filing and record keeping systems that are in keeping with College procedures as well as with external agency compliance and audit requirements.  Maintain diaries, set up meetings and send out calendar invitations, both internally and externally.. | |
| **Special Features:** | |
| Flexibility to manage demands in workload during busy periods. | |
| **Responsibilities common to all staff** | |
| You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.  The College aims to be a place in which people can work and study free from any form of discrimination You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.  You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.  All employees are required as part of their duties to take responsibility for safeguarding,  Prevent and promoting the welfare of children and vulnerable adults.  Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld. | |
| **Review** | |
| This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes. | |

**Person Specification**

To be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist

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| **Qualifications** | | **Essential** | **Desirable** | **How Assessed** |
| 1 | 5 GCSEs grades 4 to 9 / A to C or equivalent |  | √ | C |
| 2 | Business Administration to NVQ level 2 or equivalent | √ |  | C |
| 3 | Business Administration to NVQ level 3 or equivalent |  | √ | C |
| **Experience and knowledge** | | | | |
| 4 | A minimum of one year’s experience in providing administrative support in a large organisation | √ |  | A |
| 5 | A minimum of one year’s experience in in managing complex clerical / secretarial / administrative systems and processes | √ |  | A |
| 6 | Experience of organising meetings & minute-taking | √ |  | A |
| 7 | Experience of working in an educational environment |  | √ | A |
| **Skills & Abilities** | | | | |
| 8 | Proficient in the use of Microsoft Office applications, particularly Microsoft Excel and Microsoft Word. | √ |  | T |
| 9 | Excellent administrative and organisational skills and abilities. | √ |  | A |
| 10 | Excellent oral communication and interpersonal skills in order to work effectively with students and staff. | √ |  | I |
| 11 | Professional, enthusiastic and positive with the ability to stay calm under pressure and use own initiative. | √ |  | I |
| 12 | Able to complete work to deadlines and manage an administrative workload. | √ |  | I |
| **Personal Characteristics** | | **Essential** | **Desirable** | **How Assessed** |
| 13 | Has high expectations of self and others | √ |  | I |
| 14 | Takes responsibility for work activities and personal actions and delivers on commitments | √ |  | I |
| 15 | Innovative in response to changing circumstances identifying and or implementing new or improved approaches | √ |  | I |
| 16 | Builds positive relationship with others maintaining mutual trust, candour and respect | √ |  | I |
| 17 | Does the right thing in the right way and is honest and transparent in their approach | √ |  | I |

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| **Key** | |
| **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Certificate |

**Vision, Mission and Values**

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| **Vision** |
| To be the best College in the country. |

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| **Mission** |
| To inspire, challenge and transform lives. |

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| **Values** |
| |  |  |  | | --- | --- | --- | |  |  |  | | **Icon  Description automatically generated** | ***Excellence*** | We have high expectations of ourselves and each other. | | **Icon  Description automatically generated** | ***Accountability*** | We own what we do, learn from our mistakes and constantly seek to improve | | **Icon  Description automatically generated** | ***Innovation*** | We seize opportunities and are bold and dynamic in our approach | | **Icon  Description automatically generated** | ***Collaboration*** | We are one team and work hard to serve each other well | | **Icon  Description automatically generated** | ***Integrity*** | We are honest and transparent and do the right thing in the right way | |

**Main Terms and Conditions of Employment**

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| **Salary** | £19,347 |
| **Holidays** | 35 days plus 8 statutory bank holidays rising to 40 days after 5 years’ service |
| **Pension** | LGPS Pension |
| **Contact Type** | Permanent 0.5 post  Fixed Term 0.5fte post also available to June 2023 in the first instance. |
| **Working Weeks** | 52 for permanent post |
| **Hours of Work** | Minimum of 17.5 hours for each part-time role. |