



Administrator (Fixed Term)

Job Description

Area	: Marketing and School Partnerships
Salary	: £22,010 - £22,556 pro rata per annum (Actual £13,384 – £13,716 per annum)
Hours of Work (Full-time/Part-time)	: 22.5
Line Manager	: CEIAG Team Leader
Responsibility for	: Supporting the Marketing and School Partnerships Department; <i>and</i> : Promoting the welfare of children and young people

Main Purpose of Job:

To provide support to the Marketing and School Partnerships department in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction
- Is effective, efficient and provide excellent value for money
- Reflects the vision, mission, aims and values of the college
- Is innovative, developmental and sector leading
- Promotes a culture of excellence and equality
- Is judged as outstanding at next Ofsted/QAA Inspections.

The post-holder will be a member of the Marketing and School Partnerships department.

Key Duties and Responsibilities:

- (1) To perform clerical duties including data input, collation of data for reports, corresponding with internal and external partners.
- (2) Sort, distribute and open mail.
- (3) Arrange meetings, prepare agendas and take minutes.
- (4) Place orders and complete associated paperwork.
- (5) To act as a point of contact, dealing with enquiries from staff, learners and external contacts, which may include face to face contact, receiving and distributing of messages, booking of appointments and supporting College events and activities.
- (6) To support the organisation and maintenance of College administrative systems, including compliance checks.

- (7) To maintain paper based and computer systems including data entry, data analysis, interrogation and maintenance of audit and information trails.
- (8) To deal with enquiries from staff, learners and external bodies promptly and efficiently in a responsive and courteous manner
- (9) To carry out all duties in accordance with College policies, procedures and regulations with a full regard to Health and Safety and Equal Opportunities legislation.
- (10) To undertake training as required for the performance of the role to the necessary standard and take responsibility for self-development in line with College strategic aims
- (11) To provide cover for others with similar posts as required
- (12) Other reasonable duties within the job holder's capabilities

Generic

- (1) Support and promote a culture of innovation, excellence and equality.
- (2) Comply with College policies, procedures and agreements.
- (3) Contribute to the risk management of the College.
- (4) Support and follow the College's strategies on equality, diversity and safeguarding.
- (5) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (6) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (7) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Administrator Person Specification

Assessment Method					
Application Form	*Test	Interview and	Psychometric	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
<ul style="list-style-type: none"> GCSE Grade C (4/5) or above in Maths & English or willingness to work to achieve an appropriate standard 	✓			✓	
<ul style="list-style-type: none"> IT qualification or willingness to work to achieve an appropriate standard 	✓			✓	
<u>Desirable</u>					
<ul style="list-style-type: none"> Evidence of on-going professional development 	✓			✓	
<ul style="list-style-type: none"> Business Administration Qualification 	✓		✓	✓	
<ul style="list-style-type: none"> Level 3 IT Qualification 	✓			✓	
Skills and Experience					
<u>Essential</u>					
<ul style="list-style-type: none"> Administrative experience 	✓		✓		
<ul style="list-style-type: none"> Experience of using appropriate IT packages e.g. Word, Excel and Powerpoint 	✓		✓		
<u>Desirable</u>					
<ul style="list-style-type: none"> Experience of using relevant systems 	✓		✓		
Personal Attributes					
<u>Essential</u>					
<ul style="list-style-type: none"> Excellent communication skills 			✓		✓
<ul style="list-style-type: none"> Excellent team player with a can-do attitude 			✓		✓
<ul style="list-style-type: none"> Commitment to on-going professional development 			✓		
<ul style="list-style-type: none"> Flexibility and ability to work under pressure 			✓		
<ul style="list-style-type: none"> Ability to carry out all work with attention to detail 	✓		✓		

Assessment Method					
Application Form	*Test	Interview and	Psychometric	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Personal Attributes continued					
• To demonstrate an excellent approach to customer service including dealing promptly with internal and external customers and enquiries in an efficient, courteous and welcoming manner	✓		✓		
• Deal responsibly with confidential issues	✓		✓		
• To demonstrate an organised well planned approach to work	✓		✓		
• The ability to use judgement or seek advice as necessary on the urgency and prioritisation of tasks	✓		✓		
• Ability to meet tight deadlines and work under pressure	✓		✓		
• Ability to work on own initiative as well as part of a team as required	✓		✓		
• Be able to work flexibly	✓		✓		
Other Requirements for Employment					
<u>Essential</u>					
• Enhanced DBS check					

Updated: February 2025