

# JOB DESCRIPTION

JOB TITLE: Administrator

GRADE: Scale 3

DEPARTMENT: Curriculum

RESPONSIBLE TO: Director of Curriculum Area

**JOB PURPOSE:**

To support the Curriculum area in the delivery of a high quality administration service to Curriculum. To work flexibly across all College sites and curriculum areas to meet the College business needs.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The following duties are not shown in order of priority of frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post.

1. Provide high quality administrative support to curriculum areas, including Curriculum Area and Programme Area Managers, having regard to the key roles of the team; prioritise tasks to meet customer and College needs ensuring the smooth administrative running of the area.
2. Undertake word processing, database and spreadsheet production and prepare reports using College systems.
3. Service meetings including minute/note taking.
4. Undertake efficient and accurate tracking and monitoring of records, e.g. functional skills, learner progression and absence policy.
5. Support curriculum areas by providing data and reports from central systems, e.g. Celcat, Integrated Dashboard, Maytas and Workforce.
6. Provide a wide range of administrative support to curriculum areas, in particular, identified key support tasks, processes and priorities, e.g. register compliance, learner reports, purchasing and invoice reconciliation.
7. Provide administrative support in the planning, preparation and holding of internal and external College events, e.g. enrolment, parent’s evenings, awards evenings, liaising as appropriate with Curriculum and Support managers and staff.
8. Actively promote and maintain the ethos of the Curriculum Administration Support Team, e.g. working flexibly, meeting business needs and team working.
9. Provide a high standard of customer care and service to all customers (internal and external) in line with college standards.
10. Provide advice and guidance to Curriculum managers and staff on administrative processes and procedures.
11. Assist in the review and development of revised or new administrative processes, systems and procedures and be proactive in implementing changes necessary to the effective functioning of the area, e.g. trip administration, register procedures.
12. Ensure that the College policies and procedures are adhered to.
13. Take responsibility for Health and Safety issues, liaising with appropriate staff and ensuring that the policy is carried out.
14. Undertake individual and team staff development commensurate with the post, e.g. keeping up to date with existing and new college practices and responding to future changes.
15. Support the College’s quality initiatives, promoting the values of the College and ensuring that output meets College quality standards.
16. Actively promote the College Equality and Diversity Policy, encouraging staff awareness and participation.
17. Take responsibility for safeguarding and promoting the welfare of learners having due regard to the College’s Child and Vulnerable Adults Policy.
18. Other duties as the Curriculum Support Co-ordinator shall require.

**AND** such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

**DIRECTLY RESPONSIBLE FOR THE FOLLOWING STAFF:**

None

If you have any queries relating to your Job Description please consult your line manager. Copies of this Job Description are held by the College Human Resources Department.

Date: April 2014

**PERSON SPECIFICATION**

**Administrator**

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| --- | --- | --- | --- | --- | --- |
| **Candidate:** | | **Interviewer:** | | **Date:** | |
| **Essential Criteria** | | **M** | **Comments** | | **Score:** |
| **1.** | **Qualifications / Experience** |  |  | |  |
| 1.1  Minimum Level 2 qualification in IT and / or equivalent Microsoft Word/Excel experience. | | **A** |  | |  |
| 1.2  Minimum Level 2 in maths and English (GCSE Grade C or above, GCSE Grade 4 or above or equivalent). | | **A** |  | |  |
| 1.3  Recent and relevant administrative experience. | | **A** |  | |  |
| **2.** | **Skills / Knowledge** |  |  | |  |
| Experience of working effectively as part of a team. | | **I** |  | |  |
| 2.2  Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines. | | **I/T** |  | |  |
| 2.3  Excellent spoken and written communication skills and the ability to communicate effectively with a wide range of people. | | **I** |  | |  |
| 2.4  Experience of providing an excellent standard of customer service. | | **I** |  | |  |
| 2.5  Able to work with minimal supervision, and able to refer issues appropriately to manager and resolve problems using own initiative. | | I |  | |  |
| 2.6  Excellent attention to detail and accuracy in all work. Including checking data and data entry. | | **I/T** |  | |  |
| **3.** | **Approach** |  |  | |  |
| 3.1  Able to handle sensitive information appropriately. | | **I** |  | |  |
| 3.2  Demonstrate a positive approach to equality & diversity. | | **I** |  | |  |
| 3.3  Demonstrate a positive approach to customer services. | | **I** |  | |  |
| 3.4  Demonstrate a willingness to undertake staff development as necessary. | | **I** |  | |  |
| 3.5  Demonstrate an ability to meet the College quality standards. | | **I** |  | |  |
| 3.6  Demonstrate an ability to take responsibility for own Health and Safety at work. | | **I** |  | |  |
| 3.7  Demonstrate a commitment to safeguarding + promoting student welfare. | | **I** |  | |  |
| **4.** | **Special Factors** |  |  | |  |
| 4.1  Willing to work outside normal hours as and when required. | | **I** |  | |  |
| 4.2  Demonstrate suitability to work with children & vulnerable adults & DBS compliance. | | **I** |  | |  |
| **DESIRABLE** | |  |  | |  |
| **5.** | **Qualifications/Experience** |  |  | |  |
| 5.1  Demonstrate a broad range of office experience. | | **A/I** |  | |  |
| 5.2  Demonstrate experience in educational environment. | | **A** |  | |  |
| **6. Skills** | |  |  | |  |
| 6.1  Minute taking. | | **A** |  | |  |
| 6.2  Have a flexible approach to the  working environment. | | **A/I** |  | |  |

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| **Score** | **Key** | **Score** | **Key** |  | Method | Key |
| 1 | Poor | 3 | Good |  | A | Application Form |
| 2 | Satisfactory | 4 | Excellent |  | T | Test |
|  |  |  |  |  | I | Interview Question |
|  |  |  |  |  | P | Presentation |
|  |  |  |  |  | O | Teaching Observation |

**General conditions of appointment for support staff**

At Leicester College some general conditions of employment will apply to all support staff roles within the College. These are detailed below:

**1. Equality Diversity and Inclusion**

Leicester College is committed to achieving equal opportunities for all and to ensuring that all learners, staff and visitors are treated with respect, courtesy and integrity in all aspects of College life. The College is opposed to all discriminatory attitudes and behaviours, particularly in relation to ability, age, colour, educational needs, ethnic origin, gender, marital status, race, religion or belief, sexual orientation, social background or trade union membership. We value ethnic, cultural, linguistic and social diversity and believe that such diversity enriches both the College and the wider community in which it exists. Leicester College is committed to safeguarding and promoting the welfare of young people and children and expects all staff and volunteers to share this commitment.

**2. On appointment**

The appointment is subject to:

(a) A period of probationary service of 6 months for new employees.

(b) Medical clearance provided by the College’s Medical Advisor which the College considers to be satisfactory.

(c) Proof of your eligibility to work in the UK.

(d) Two references which the College considers to be satisfactory.

(e) All Support staff posts are currently subject to an enhanced DBS disclosure that is considered satisfactory by the College. If you are appointed you must reimburse the College of the cost of a Disclosure and Barring Service check (previously Criminal Records Bureau). You are also required to subscribe to and pay for the on line DBS Update Service.

A disclosure provides details of a person's criminal record including convictions, cautions, bind overs and reprimands held on the Police National Computer. It may also include details from lists held by the Department of Health and the Department of Education of those considered unsuitable. It may also include information held by local police forces.

Any offer of employment made by the College will be conditional upon the receipt of a satisfactory disclosure. The successful candidate will not normally be permitted to commence their employment until this has been received.

In exceptional circumstances employment may commence prior to the checks having been completed by the DBS but only on receipt of a completed disclosure application form and supporting documentation from the candidate. In such cases supervision will be in place.

We make every subject of a disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

Further information can be obtained from: [www.gov.uk/dbs](http://www.gov.uk/dbs)

The disclosure of a criminal record, pending prosecution or other relevant information will not necessarily bar you from appointment to the post. This will depend upon the nature of the position and the circumstances and background of your offences and other relevant information.

Failure to declare a conviction, caution reprimand or pending prosecution (other than a protected conviction or caution) may, however, disqualify you from appointment, or result in disciplinary action which may result in summary dismissal in the event of the discrepancy coming to light after your appointment.

(f) Salary is paid monthly by credit transfer into a Bank or Building Society account.

(g) A full year’s leave entitlement (1st August to 31st July) will be 26 days, together with statutory bank and concessionary holidays (12 days), (pro-rata for part time posts).

(h) All employees may choose to become a member of a trade union. The College supports the system of collective bargaining and believes in the principle of solving employee relations matters by discussion and agreement.

**3. When Applying**

Application forms can be completed on line at [www.leicestercollege.ac.uk](http://www.leicestercollege.ac.uk). Applicants will receive confirmation of receipt of their submitted application form by email.

Car parking is limited for visitors at all campuses and not normally provided. If you need a car park space to attend for interview e.g. due to a disability, please contact the Human Resources Department on 0116 2295553 to arrange.

Please note that smoking is not allowed anywhere on any College site (inside and outside College buildings) and not permitted in College vehicles.

Candidates who feel that they have not been fairly treated at an interview are entitled to complain in writing to the Director of Human Resources within 7 days of the interview. The matter will then be investigated and a response will be made.

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check.  The successful candidate will be required to pay for the DBS check themselves, the cost (£50.50 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred by the ISA from working with children, young people and or vulnerable adults to apply for this position.**