Reporting to the Executive Secretary and Administration Manager

Hours: 21.5 hours per week – TTO weeks
Grade: Sixth Form Colleges' Support Staff Pay Spine, Points 3-6

You will be part of a team providing a high standard of administrative and clerical support to Faculty Managers, Deputy Faculty Managers, teaching and examination staff.

You will take responsibility for working with a Faculty (containing a number of curriculum areas), provide support for production of materials and working with its Manager and Deputies to set up and maintain administrative systems which support students.

This is a flexible role that will be predominantly based in an office with another Faculty Secretary, but on occasions you will be expected to carry out work in other areas of the team within your capabilities. For example it could require covering customer facing roles (the Resource Centre, main reception) assisting with College events, general admin tasks etc.

Responsibilities may change with time and further college initiatives but, in the first instance, they will include:

Main Responsibilities

- Use database systems (e.g. MIS) as an end user to input and retrieve data. Updating content on College Learning Platforms (e.g Moodle), Document Management Systems (e.g. SharePoint) and Information Systems. Carry out analysis of data from pre-defined reports. Prepare summaries of data for Managers relating to student issues (e.g. attendance)

- Contacting students & parents. For example - to investigate attendance issues; arrange meetings with students/parents/staff; some of these may require flexible working because of the times at which parents can be contacted. Working schedules & time off in-lieu can be arranged with the Executive Secretary and Administration Manager

- Acting as a point of contact between staff and students. Support students by providing information to help resolves issues, For example - periods of attendance, Bursary information, identifying absence trends, understanding student issues)

- Producing documents to college standards including letters, handouts, leaflets, examination papers, booklets, spreadsheets, presentations, image editing (e.g. photos) etc.

- Reprographics including liaison with other support staff, service staff, contractors, maintenance of equipment and stock levels, recording and reporting on usage rates.

- Support the UCAS Application process for students within the faculty requiring a knowledge of the process, data entry and tracking of applications.

- Informing Faculty Managers of staff absence and assisting with the organisation of cover arrangements, relaying messages to staff.

- Setting up and maintaining efficient systems for the storage and retrieval of documents within faculties, eg faculty records, teaching and workshop materials.

- Provide relevant support for College Events (for example Open Evenings, Parents' Evenings) requiring production of materials, organising locations and attendance at the event.

- Provide clerical support for faculties in administrating the Quality Audit checks including observations, learning walks, learner forums, work scrutiny groups and course/lesson planning.

- Setting up and maintaining Faculty stock control systems for books and other teaching materials in line with college financial regulations and procedures.

- Collating and distributing cross college reports, papers etc.

- Provide occasional cover for reception in the main office, ~~student reception~~ or Resource Centre

- Assisting with the administration of trips.

- Acting as secretary for meetings, for example, Faculty Managers, Deputy Faculty Managers working with the appropriate Chair Person to compile agendas, distribute papers, minute meetings, and follow up action points.

- Providing clerical and administrative support to the Examinations Officer including data input, ensuring rooms, papers and materials are ready for examinations, maintaining stock levels, distribution of timetables etc to students, assistance on results days, sorting and keeping examination certificates secure.

- Maintaining notice boards around the college.

- Assisting the Executive Secretary and Administration Manager in other aspects of administrative support as work levels permit.

- Carrying out such similar duties as may be required by the Principal, commensurate with the post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed…………………………………………… Dated ……………………………….

Essential

- Excellent Office software skills including word processing, spreadsheets, presentations and DTP.

- The ability to use database systems e.g. MIS as an end user to input and retrieve data. Carry out analysis of data from reports at a fundamental level.

- Recognised ability to contact parents and students to ensure issues are resolved.

- Proven organisational and office skills including setting up and maintaining both paper based and electronic filing and retrieval systems

- At least 5 GCSEs at A – C or equivalent Level 2 qualification including English and Mathematics

- Good shorthand or note taking skills

- Competent user of the wide range of office technology e.g. photocopiers and scanners

- A good team worker

- Able to relate to a wide cross section of people including students

- Recognize the importance of confidentiality and ensure that it is maintained

- Able to work accurately and complete tasks on time in a pressured environment

- Good interpersonal and communication skills

- Flexible and adaptable in approach to work and times of working. Flexible attitude & willingness to develop skills

- Able to work on your own initiative but know when to seek and take advice

- Enthusiasm and 'can do' attitude

- Able to work effectively with limited supervision and also as part of a team

Desirable

- Knowledge of Photo Editing software (e.g. Photoshop)

- CLAIT or ECDL qualification

- Experience of working with and supporting Senior Managers