

**Job Title:** Administrative Assistant

**Reports to:** Head of Department as appropriate

**Job Purpose:** To provide administrative support in the Faculty Administration and Exams Departments.

**Duties are likely to include:**

- Undertaking general clerical tasks such as word processing, maintaining spreadsheets and photocopying.
- Dealing with telephone and email queries, when appropriate, and taking messages.
- Filing.
- Updating attendance records on the College's online register system.
- Booking appointments for parents' evening and helping at parents' evening, to meet and direct parents.
- Distributing and collecting post from Resources.
- Assisting with the preparation for, and the conduct of, internal and external examinations, such as sorting exam papers, emptying trolleys, securely storing exam scripts, collating and correctly storing unused stationery.
- Communicating with students, parents, other staff at all levels, and a large number of invigilators in all exam related matters.
- Working as part of the team to provide a 'front desk' service to all of the above.
- Prioritising the safeguarding of all students and participate in training on safeguarding matters.
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- Undertaking such other duties as may reasonably be required by the Principal.

Please see the information on the working pattern below.

October 2020

**Working Pattern:**

The post is across two departments depending on the time of year and we are looking for exceptional flexibility in terms of the working hours. The core hours will be twenty a week for forty weeks a year which is term time, plus Enrolment Week and another week to be worked in Exams at times to be agreed with the Exams Manager.

From Enrolment Week at the end of August to the end of March s/he will work in Faculty Administration which is the department which supports the pastoral work of Lead Tutors and Heads of Faculty and will involve contact with students and parents. During this time the hours will be twenty per week, ideally worked over five days from 9 am to 1 pm.

From the start of March to the end of the summer term, s/he will work twenty hours a week in the Exams Department, helping to organise internal and public exams. S/he will be working full time during March. For the rest of the academic year, in addition to the twenty hours a week, s/he will work in Exams only, including hours to make up the fortieth week. S/he will also be asked to work some additional hours at busy times which is likely to include occasional early evening work sorting papers on the busiest exam days. These additional hours and the extra hours in March will be paid on a claims basis at flat rate. Holiday is taken outside term time except in exceptional circumstances.

The post is paid on the Support Staff Scale in the range of points 17 – 21 which is currently £17,471 - £18,909 per annum FTE with a pay award pending in January. Actual salary for the core hours (0.4657 FTE) is currently £8,136 - £8,806 per annum. Additional payment at flat rate will be made for further hours as outlined above. Other benefits include automatic entry into the Local Government Pension Scheme.

Post: Administrative Assistant

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Touch typing</li> <li>• CLAIT, ECDL or equivalent IT qualification</li> </ul>	Application form/original certificates at interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good IT skills (ability to use packages such as mail merge, spreadsheets &amp; create posters for advertising)</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an office environment</li> <li>• Working in a Post 16 educational environment</li> </ul>	Application form/activity interview/references
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and also unsupervised</li> <li>• Empathy with young people</li> <li>• Ability to stay calm under pressure</li> <li>• Excellent communication skills – written and verbal</li> <li>• Commitment to ensuring equal opportunities for young people and safeguarding their welfare</li> </ul>		Application form / interview/references/ activity
<b>Other</b>	<ul style="list-style-type: none"> <li>• Self confidence</li> <li>• Methodical</li> <li>• Flexible in terms of duties and working hours</li> <li>• Physically fit to undertake manual handling of boxes of papers etc</li> </ul>		Interview/references/ activity