

**Job title:** Office Administrator

**Responsible to:** Assistant Principal (Quality)

**Job Purpose:**

Administrative duties, with particular focus on Tutorial, Extended Project Qualification (EPQ) and HE+.

**Responsible for:**

**HE+**

Under the direction of the Assistant Principal:

1. Being the first point of contact for students and teachers for queries relating to HE+
2. Liaising with teachers, partner colleges, the HE+ team and Trinity College Cambridge
3. Implementing the HE+ application processes for the overall programme and visits to Cambridge
4. Organising the HE+ events including arrangements for the launch night, academics evening, and visits to Cambridge
5. Organising and supervising additional staff support requirements, particularly for HE+ launch and university visit evenings.

**Tutorial**

Under the direction of the Deputy Principal (Students):

1. Ensure the preparation and distribution of tutorial materials each week; this includes liaising with contributors and editing content.
2. Uploading resources on to the Tutorial Intranet and keeping it up to date
3. Co-ordinating and issuing half-termly programmes for tutorials, while managing unplanned requests for inclusion.
4. Attending the half termly meetings of Lead Tutor and Heads of Faculty for agenda items on the tutorial programme
5. Collating feedback from the SPOT (Student Perception of Tutorial) process, in liaison with the Lead Tutors
6. Updating the Tutor Handbook each year and preparing and distributing materials for student induction

## **EPQ**

7. Being the first point of contact for students and teachers for queries relating to EPQ, including monitoring attendance.
8. Working with the Exams Office and EPQ Co-ordinator to ensure accuracy of EPQ exam entries and returning projects to former students.
9. Administrative support to the EPQ Co-ordinator and the Assistant Principal (HE+) including: preparing and distributing paperwork; room bookings; administering meetings; organising trips.

## **Other**

10. Liaising with Personnel and Finance regarding approving payments.
11. Administrative support as required by the Senior Management Team and Secretariat.
12. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
13. 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.
14. Other duties as may reasonably be required by the Principal.

January 2019

## **Terms and conditions**

A part time job of 32 hours a week over five days, the exact hours to be agreed. Working 40 weeks a year, which will be term time, plus Enrolment Week and the week before, that is ordinarily working from the middle of August each year (0.7451 FTE).

Salary on the Support Staff Scale in the range 20 – 23, currently £17,700 - £19,113 per annum full time equivalent. Actual salary £13,188 - £14,241 per annum.

Membership of the Local Government Pension Scheme.

Post: Office Administrator

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	Level 3 (A-level / GNVQ / BTEC) or higher level qualifications	Educated to degree level.	Qualification certificates.
<b>Experience</b>	Administrative experience. Experience of effectively working unsupervised.	Experience of working with 16 – 19 year olds. Experience working in an educational setting.	Application form; At interview.
<b>Additional Skills and Abilities</b>	Effective communication skills in person, on the telephone and in writing.  Proficiency in the use of Microsoft packages including Word and basic Excel.  A commitment to supporting the development of students in both the subjects they are studying and in pastoral matters.	Experience in using a database similar to our student records.  Experience of maintaining intranet/web pages.	Application form; At interview.
<b>Other</b>	Able to work occasional evenings to cover events such as HE+ sessions.  Commitment to respecting the confidentiality of information.  Display a commitment to the protection and safeguarding of children and vulnerable adults.  Display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.		Application form; At interview;