



Job Description

Administrator

Grade: 5

Hours of work: 36 hours per week. Term time only plus 2 weeks to be worked during the summer holidays. Hours of work are to be agreed upon but will be in line with college opening hours.

Contract Type: Permanent

Reporting to: HR Officer / Business Manager

Main Purpose of the Job:

- To provide comprehensive administrative support to the HR Officer.
- To assist with recruitment and staffing cover.
- To provide a PA service to the College Principal, as required.
- To provide an efficient and professional service to staff, students, stakeholders and all external visitors.
- To liaise with and provide administrative support to the college board under the direction of the Business Manager.
- To ensure policies are organised and kept up to date.
- To cover reception duties during lunch and when the main reception assistant is unavailable.

Main Roles:

HR Administration Duties

- Input and update staff information including starters and leavers on the College databases/spreadsheets.
- Liaise with recruitment agencies regarding staffing cover.
- Complete compliance checks for agency workers and external visitors to the College, ensuring that visitors have been appropriately vetted utilising the Single Central Register.

- Assist the HR officer in the recruitment process including placing adverts, admin preparation for interviews and compliance checks.
- Booking CPD training for staff including room bookings and setting up calendar invites.
- General data collection and production of statistical information as required including for the ESFA Workforce data return.
- Collation and dissemination of information to staff such as the Staff Handbook.
- Keep filing up to date and organised, including staff personnel files.

PA to the Principal Duties

- Provide comprehensive administrative support to the Principal as required including drafting letters, proofreading documents and taking meeting minutes.
- Ensure relevant information is circulated in a timely and professional manner.

College Board

- Undertake administration relating to the college board and committee meetings including collation and circulation of relevant documents within the required deadlines.
- Ensure that information pertaining to the college board is kept up to date.
- Assist with the recruitment of board members and Governance compliance.
- Store, circulate and upload policies ensuring that the most up-to-date policies are available at all times.

General Duties

- Undertake any other duties as requested by the HR Officer, Business Manager and/or the Principal commensurate with the grade.
- Deal professionally with queries on the telephone, via e-mail and in person from a range of sources.
- Ensure a clean desk policy is maintained in the reception and adjacent areas.
- Make announcements over the telephone system to communicate with staff and to announce where help is required.



- Ensure excellent attention to detail, a professional attitude to work and confidentiality of personal data.

Equal Opportunities: The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The College is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SIGNATURES

Name of Line Manager:

Signed..... Dated.....

Name of Post holder:

Signed..... Dated.....