

Job Description - Administrator

Grade: 4

Hours of work: 36 hours per week 8am – 4pm
Term time only
Part time and some remote working may be considered

Contract Type: Fixed term contract until 17th July 2026

Reporting to: Business Manager

Main Purpose of the Job:

- To provide an effective reception and administrative service to staff, students, parents, stakeholders and all external visitors ensuring excellent customer service and a professional and positive welcome to all.
- To provide administrative support to the college.
- To be responsible for the inputting and processing of information using the college administration systems.

Main Roles:

General Reception Duties

- Cover reception duties as and when required.
- Deal with queries on the telephone, via e-mail, post and in person from a range of sources.
- Ensure that visitors have been appropriately vetted utilising the Single Central Register for external professionals in the building.
- Liaison with the site team to announce the arrival and departure of student transport, upholding student safety and reporting any concerns.
- Deal with daily requests including stationery, deliveries, staff travel cards, outings forms and requesting cleaning support.
- Make announcements over the telephone system to communicate with staff and to announce where help is required.

General Administrative Duties

- Provide a range of administrative support to the Admin, HR and Finance team.
- Ensure that all records relating to students and families are accurate, up-to-date and accessible.
- Scanning, filing and document organisation.
- Updating staff training records on the various systems.
- Assist with other tasks that support the smooth running of the College.

General Duties

- Undertake any other duties as requested by Business Manager, HR Officer 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.
- 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.....