

POST:	ADMINISTRATOR
SALARY:	H2
HOURS:	PART TIME – 32.5 HRS / WEEK, TERM TIME ONLY + 1 WEEK 8:30am – 3:30pm
RESPONSIBLE TO:	ASSISTANT OFFICE MANAGER

Job Outline

Providing a first point of contact for students at the college office and administrative support as directed by the Assistant Office Manager.

Job Description

Student Contact

- To be the first point of contact for student enquiries
- To manage the medical room
- To liaise with parents / carers if students are unwell
- To administer first aid

General Administration

- To answer the telephone
- To update the college MIS as required
- To monitor college email accounts and direct correspondence appropriately
- To distribute college post in
- To manage the college's reprographic requirements
- To provide administrative support to the staff
- To maintain stationery and first aid supplies
- To administer student references for college and further education
- To maintain paper student files
- To liaise with the School Nurse and Counsellor regarding vaccination and counselling appointments
- To organise Individual Healthcare Plan (IHCP) reviews
- To undertake general administration tasks as required and directed by the Assistant Office Manager
- To take minutes of meetings as required

Other tasks as required

- To invigilate exams
- To occasionally cover the lessons and tutor time of absent staff
- To carry out tasks delegated by the Assistant Office Manager which are within your experience and ability

General responsibilities

- ◆ To build and maintain successful relationships with students, treating them consistently with respect and consideration.
- ◆ To encourage and model positive behaviour in line with the college's behaviour policy and demonstrate high expectations of work and behaviour.
- ◆ To work as part of a flexible and supportive team to further the ethos of the college
- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- ◆ to contribute to and support the overall aims and ethos of the college.

Person Specification

- ◆ A good standard of education
- ◆ An ability to build good working relationships with both students and adults
- ◆ Excellent written and spoken communication skills
- ◆ Strong administrative and ICT skills
- ◆ Proficient in all aspects of Microsoft Office / 365
- ◆ Ability to undertake research using the internet and other resources
- ◆ Ability to deal with day-to-day issues whilst working on longer term goals
- ◆ Ability to problem solve
- ◆ Good organisational skills
- ◆ Enjoy working with and have an interest in young people
- ◆ Ability to work with a minimum of supervision and within a team
- ◆ Flexible "can do" attitude

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

July 2025