



## JOB DESCRIPTION

Post Title:	Administrative Assistant
Purpose:	To provide administrative assistance to staff within the main office. To provide a general administrative service for the college administrative function and marketing department.
Responsible to:	The Principal through the Director of Administration and College Services, the Office Manager and Deputy Office Manager.
Liaising With:	Relevant staff with cross college responsible e.g. Senior Management team (SMT), College Management team (CMT), teachers within the department, Heads of Hall and support staff

### Main Duties and Responsibilities:

#### **Admin assistance**

- To ensure that all details for students leaving college early are entered onto the college database.
- To ensure that all student files are up to date
- To be responsible for the organising of delivery's within the office and their collection
- To support the deputy office manager and the office team in the collation of materials for marketing events
- To keep the stationary cupboards within the office stocked with relevant materials

#### **General Administration**

- To actively participate in and deliver their contribution to the team, covering for other Administration Officers where appropriate.
- Deal with incoming e-mails, responding directly or escalating enquiries as necessary in a timely manner.
- To type agenda, minutes and materials for meetings and organise refreshments
- To provide a range of administrative functions including: answering and distribution of telephone calls, assisting and producing, where applicable, mail merge letters, PowerPoint presentations, inputting data and spreadsheet tasks.
- To become familiar with the services provided by the office in order to be able to deal with enquiries and requests for information from both internal and external enquirers.
- To be conversant with the college systems and to operate these when required.
- To prioritise and allocate in the most efficient and effective way, all incoming work and have flexibility and a readiness to undertake a wide range of tasks.
- To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation.
- To further develop an efficient administrative support system, realising and deploying the potential of IT and other technologies in the administration of the College.
- Assist with the collation/preparation of materials required for college events/ roadshows.

- To work as an effective member of the whole college administration team.
- The post holder will be expected to work flexibly to provide cover for and/or work in collaboration with colleagues in the college office.
- Carry out such other duties as may reasonably be allocated by the Principal, or her designates or the Office Manager to enhance the work of the college.
- To work Closely with and support the Admissions Manager with the full admission cycle

## **Staffing**

### **Staff Development**

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

### **Deployment of Staff**

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

### **Quality Assurance**

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

### **Communications**

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

### **Marketing and Liaison**

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

### **Management of Resources**

- To contribute to the maintenance of an attractive working environment in the college office.

### **Other**

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.

This Job Description is subject to periodic review and amendment.

## PERSON SPECIFICATION: ADMINISTRATIVE ASSISTANT

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in their application and where appropriate should give examples of how they meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience in an administrative role	✓		Application, Interview
Administrative experience in an educational environment		✓	Application, Interview
<b>Skills and Knowledge</b>			
Proficiency in working with standard office applications such as MS Word, Excel and Outlook	✓		Application, Interview, Test
Knowledge of Mac operating systems.		✓	Application, Interview, Test
Proficiency in working with desktop publishing software such as Pages, Keynote and In Design.		✓	Application, Interview, Test
Excellent organisational and administrative skills	✓		Application, Interview
Ability to prioritise and multitask	✓		Application, Interview
Ability to manage own workload	✓		Interview
Ability to meet deadlines	✓		Application, Interview
Willing to adapt to changing priorities	✓		Interview
Excellent telephone manner	✓		Interview
The ability to maintain quality and organisational procedures for the efficient running of the College office	✓		Interview
The ability to recognise and appreciate the confidential nature of some work undertaken	✓		Interview
Excellent attention to detail	✓		Application, Interview, Test
Ability to empathise with 16-19 year olds within a college situation	✓		Interview
High level of literacy/communication skills	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
<b>Qualifications</b>			
A relevant administrative qualification or evidence of formal training.		✓	Application, Interview
<b>Attitude and Impact</b>			
Positive and Enthusiastic	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Smart in appearance and manner	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		Interview
Committed to Equality and Diversity	✓		Interview
<b>Personal</b>			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			

**SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE**  
**Administrative Assistant**

This is a full-time contract working 37 hours per week. **You will however, on occasions, be required to work outside these hours to meet the requirements of the college.**

This is a full-time post but applications from individuals seeking job-share working arrangements are welcome. Please confirm on your application form if you wish to apply on a job-share basis, indicating your preferred days of work.

<b>Start Date</b>	As soon as possible
<b>Closing date</b>	Closing date for receipt of applications <b><u>10.00am on Friday 15<sup>th</sup> October 2021.</u></b> We will not be able to accept applications after this date, except in exceptional circumstances.
<b>Salary</b>	Salary will be points 5 – 6 on the Sixth Form College’s Support Staff Scale, currently £19,137 – £19,524 per annum.
<b>Interview date</b>	Candidates will be contacted by telephone/email regarding interview dates. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
<b>Payment</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
<b>Pension Scheme</b>	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
<b>DBS Clearance and safeguarding checks</b>	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
<b>Rehabilitation of Offenders Act 1974</b>	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>