



JOB DESCRIPTION

Post Title: Cross Enabling Support Assistant

Purpose: To provide administrative assistance including data processing to support to enabling departments across the College.

Responsible to: The Principal through the Financial Controller and Director of College Services

Liaising with: Relevant staff with cross college responsibilities, e.g. Senior Management team (SMT), College Management Team (CMT), Heads of Enabling, Enabling Staff, Teaching Staff and Students

Main Duties and Responsibilities

- Primary purpose is to support the Bursary and Admissions process, including assessment and data processing using student software as appropriate.
- 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 be conversant with college systems and to operate these when required
- To priorities and allocate in the most efficient and effective way, all incoming work and have flexibility and readiness to undertake a wide range of tasks
- To assist with the collation / preparation of materials required for college events
- The post holder will be expected to work flexibly to provide cover for and/or work in collaboration with colleagues across the enabling departments
- To carry out such other duties as may reasonably be allocated by the Principal, or their designates to enhance the work of the college

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 setting 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 and comfortable working environment

Other

- To support the aims and objectives of the College
- To attend meetings as appropriate
- To undertake any other duties the Principal or their 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: CROSS ENABLING SUPPORT 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
Experience			
Experience in an administrative role	✓		Application, Interview
Administrative experience in an educational environment		✓	Application, Interview
Skills and Knowledge			
Proficiency in working with standard office applications such as MS Word, Excel and Outlook	✓		Application, Interview, Test
Excellent organisational and administrative skills	✓		Application, Interview
Ability to prioritise and multitask, managing own workload	✓		Application, 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	✓		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 old's within a college situation	✓		Interview
High level of literacy/communication skills	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
A relevant administrative qualification or evidence of formal training.		✓	Application, Interview
Attitude and Impact			
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
Personal			
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
Cross Enabling Support Assistant

This is a term-time only, plus three weeks 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.**

Start Date	Spring Term 2022
Closing date	Closing date for receipt of applications <u>10.00am on Monday 24th January 2022.</u> We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary will be points 5 – 6 on the Sixth Form College’s Support Staff Scale, currently £19,328 – £19,719 per annum, pro-rata.
Interview date	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.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	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.
Rehabilitation of Offenders Act 1974	<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>