



JOB DESCRIPTION

Job Title	College Support Administrator
Start Date	As soon as possible
Salary	Salary is based on the Sixth Form Colleges Association Support Staff pay spine from points 7–9. Currently £20,126–£21,509.
FTE	Full Time
Responsible to	The Principal through the Financial Controller and the Director of College Services
Liaising with	Relevant staff with cross college responsibilities, e.g. e.g. Senior Management team (SMT), College Management Team (CMT), Heads of Enabling, Enabling Staff, Teaching Staff and Students

Role Purpose

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

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



Main Duties and Responsibilities

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



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0161 226 5156



Main Duties and Responsibilities

Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- 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.
- 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.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General data Protection Regulation (GDPR).

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Start Date	As soon as possible
Closing Date	Closing date for receipt of applications is Friday 17th June 2022 at 10am. <u>We will not be able to accept applications after this date, except in exceptional circumstances.</u>
Interview Date	Interviews are currently due to be held w/c 20 June 2022 (this is subject to change). Candidates will be contacted by phone or email to schedule their interview. Please ensure correct contact information is included and correct on your application, along with any dates that you are not available for interview.

Person Specification

The person specification will be used in when shortlisting candidates to interview

	Essential/ Desirable	Assessment
Experience		
Experience in an administrative role	Essential	Application/Interview
Administrative experience in an educational environment	Desirable	Application/Interview
Skills & Knowledge		
Proficiency in working with standard office applications such as MS Word, Excel and	Essential	Application/Interview
Excellent organisational and administrative skills	Essential	Interview
Ability to prioritise and multitask, managing own workload	Essential	Interview
Ability to meet deadlines	Essential	Interview
Excellent standards of literacy and numeracy	Essential	Interview
Ability to work with other staff as a team	Essential	Interview
Excellent organisational and administrative skills	Essential	Application/Interview
Excellent communication and listening skills	Essential	Interview
A clear understanding of developments in post-16 education	Desirable	Application/Interview
Ability to meet deadlines	Essential	Application/Interview
Evidence of commitment to Continuous Professional Development	Essential	Application/Interview
IT literate	Essential	Application/Interview
Qualifications		
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	Essential	Application/Interview
Attitude & Impact		
Positive and enthusiastic	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Committed to Equality and Diversity	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Personal		
Enhanced DBS Clearance	Essential	Pre-employment check
Can evidence proof of right of work in the UK	Essential	Application/Interview

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Staff Benefits

- Free secure on-site parking
- Cycle to Work and Technology schemes
- Free onsite fitness classes including Yoga and Pilates
- Free tea and coffee in all staffrooms and subsidised Starbucks pod on campus
- Free staff lunch and refreshments on inset days
- Access to wellbeing services such as private physio and virtual GP appointments through our enhanced Occupational Health package
- End of term all-staff celebration lunch

Payroll & Pensions

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 Local Government Pension Scheme (unless you opt-out).

Safeguarding

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	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. 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.