

JOB DESCRIPTION

Job Title:	Faculty Administrative Officer
Grade:	4
Responsible to:	Senior Faculty Resource Officer
Hours per week:	A minimum of 18 hours per week (0.5 FTE) to meet the requirements of the post.

Main Purpose of the Role

1. The primary role is to provide an effective, efficient and comprehensive administrative service to support the Faculty Resource Officer.

Principal Accountabilities

1. Responsible for providing an effective, efficient and comprehensive administrative support service. Specific tasks associated with this role will include minute taking, post collection and distribution, stationery ordering, photocopying and typing of general correspondence
2. Administration and general arrangements associated with educational visits
3. Responsible for maintaining accurate records and effective and efficient filing systems
4. Responsible for dealing with general enquiries from students, employers, work colleagues, parents and external organisations, using own initiative to deal with queries as they arise
5. Responsible for providing a reception facility for internal and external visitors to the Faculty
6. Responsible for effectively and efficiently co-ordinating the Faculty Management team diary and calendars
7. Effective use of computer software packages to produce course literature, administrative documents, letters and forms

8. Responsible for participating in the staffing of open days, open evenings and other marketing functions

General Accountabilities

1. Lead, promote and support the development of the College's Equality and Diversity policies, procedures and practices as they relate to students and staff.
2. Develop effective contact, liaison and working relationships with colleagues in the College and other bodies as appropriate.
3. Support the development of the learning organisation and facilitate cultural change.
4. To engage in professional development and networking to ensure that professional and strategic contributions are up-to-date.
5. Complying with the College Health and Safety Policy and all relevant health and safety requirements.
6. Participating actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
7. All employees are expected to be fully committed to policies and processes on equality, diversity and safeguarding.
8. Such other duties as may be reasonably expected of the post holder.
9. This list is not exhaustive and is only an indication of responsibilities.

Training Identified for the Post

1. Data protection training.
2. Induction training.
3. Equality and Diversity training.
4. Safeguarding training including a three yearly update.
5. Health and Safety training.
6. Prevent training including a three yearly update.
7. Keeping updated with developments in the appropriate professional area.
8. Safer recruitment training (management posts only)

Please note:

The person appointed to this post will, from time to time, have contact with students, many of whom are under eighteen year of age, and some under sixteen years, a number of whom may have moderate to severe learning difficulties and/or disabilities. As such, the postholder will be required to have an Enhanced DBS check along with other mandatory checks.

As the College is a multi-campus site, flexibility and willingness to work across sites will be required.

This job description reflects the requirements of the post at November 2016 but may be amended from time to time following consultation with the post holder.

Safeguarding Requirements

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks (including a DBS check at Enhanced level) as well as providing proof of right to work in the UK.

Equality, Diversity and Inclusion and British Values

As we are a diverse college that respects differences in race, disability, gender, gender identity, marital status, sexual orientation, age, faith or belief, trade union membership or activity, background or personal circumstance, we welcome all applications. We want everyone to feel valued and included in the college community and to achieve their full potential. The College is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate. The College is committed to promoting the Prevent agenda along with Fundamental British Values. We aim to provide an open, welcoming and safe environment for all of our students, employees and visitors.

PERSONAL SPECIFICATION: Faculty Administrative Officer

	Essential	Desirable
Experience	<p>Administrative experience in a busy office environment</p> <p>Use of computer systems</p> <p>Proven ability to priorities workload and meet deadlines</p> <p>Ability to communicate clearly (both verbally and written)</p>	
Qualifications	NVQ Level 2 or proven administrative experience	Recognised word processing qualification
Knowledge	Broad range of IT packages and ability to learn quickly	
Skills	<p>Excellent interpersonal skills</p> <p>Highly organised with the ability to work well under pressure and prioritise accordingly in order to work accurately and to tight deadlines</p> <p>Commitment to providing a high standard of service to internal and external customers</p> <p>Proficient IT and reporting skills</p> <p>An eye for precision and detail</p> <p>The ability to work independently or as a member of a team</p> <p>Ability to maintain confidentiality</p> <p>Courteous telephone manner</p>	
Personal Qualities	<p>Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.</p> <p>Ability to work as part of a team and support colleagues.</p> <p>Ability to cope with a demanding workload.</p>	

	<p>Prepared to take and implement decisions and accept responsibility for own actions.</p> <p>Self motivated.</p>	
Other	<p>Ability and willingness to travel between sites and elsewhere on a regular basis.</p> <p>Ability to work flexibly as some evening duty may be required to meet the needs of the College.</p>	