

WELLINGTON COLLEGE



Job Description

Job Title:	Global Citizenship Team Administrator
Date:	May 2018
Department:	Global Citizenship
Reports To:	Service & CAS Coordinator
Responsible For:	n/a

Purpose of the Position:

Responsible for administrative support for the various tasks and projects of the citizenship team to deliver a world class service to staff, students and the wider Wellington, local and global community and to assist with other citizenship team tasks, when required.

This role requires the individual to be comfortable working autonomously as well as part of team. The post holder must have meticulous attention to detail as well as being highly organised and methodical in approach to meet deadlines.

Departmental Information

Global Citizenship is a non-academic department focussed on educating students in 21st Century skills to help create individuals who understand and are aware of the wider world and how they can make a positive impact on it for a fairer, more equitable and sustainable planet.

Main Tasks and Responsibilities:

- Able to support, identify with and be empathetic to the purpose of the citizenship team and its role in supporting student personal development, staff aims and partners where appropriate
- Provide administrative support to all members of the citizenship team, managing to deliver for the team as a whole and individuals against challenging deadlines such as minibus route creation, liaison and dissemination, taxi and coach bookings, packed lunch orders and similar
- Manage and accurately maintain the misocs and Evolve databases for student registration for all activities in the citizenship team not recorded elsewhere, including reporting
- Manage and accurately maintain the Caremonkey and Evolve databases for student registration and trips for all activities in the citizenship team deemed necessary
- Manage and accurately maintain the exchanges database for student exchanges are deemed necessary
- Creation of trip documentation and coordination with stakeholders
- Comply with all necessary policies including but not limited to safeguarding, trips and expeditions, risk assessments
- Information gathering for publications such as The Week Ahead
- Any other reasonable duties requested by your Line Manager
- Attend and take minutes at meetings as required.

Person Specification

Education Attainment

- A Levels or high-level experience in a similar environment desirable
- 5+ GCSE A*-C, 4-9 or equivalent (English and Maths essential)

Professional Qualifications

- No specific professional qualifications required

Knowledge and Experience

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Essential	Desirable
<ul style="list-style-type: none"> • Good spoken and written English, • Strong PC skills including use of Microsoft Office suite and other cloud based systems e.g. Misocs • Team working for multiple team members • Working to tight deadlines • Working in teams in a fast-paced environment • Attention to detail 	<ul style="list-style-type: none"> • Awareness of Safeguarding requirements and good practice within an educational setting • Previous use of Cloud based and other software, e.g. Misocs, ISAMs, SharePoint
<p>Skills and Personal Qualities</p> <ul style="list-style-type: none"> • Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and students • Numerate, general good ability with excel and similar spreadsheets • Highly organised and able to prioritise workload to meet targets and deadlines • Maintain positive attitude whilst adopting a proactive approach • Clear thinker; self-motivated and able to take initiative • Problem-solving skills • To work independently and as part of a team; engage with internal and external communities • Reliable with a “can do” attitude, works well under pressure • Consistent approach to tasks/responsibilities but responds well to change • Discreet and able to maintain confidentiality • Good role model/sets an appropriate example of behaviour and conduct • Fair, non-judgemental attitude • Calm and professional under pressure; self-starter, highly motivated and adaptable if required • Tactful and discreet, whilst mindful of observing Safeguarding and professional standards • Displays a smart and professional appearance, representing the College in a positive manner • Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development • High level of accuracy and attention to detail • Adaptable and flexible with working patterns when required • Committed to contributing towards the College community <p>Essential Values, Behaviours and Attitudes</p> <p>All employees are expected to actively promote and demonstrate the five core values of the College:</p> <ul style="list-style-type: none"> • Kindness • Integrity • Respect • Responsibility • Courage <p>In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.</p>	

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.