

October 2017

Dear Applicant,

Thank you for your interest in the post of **Office Administrator**.

The following documents will assist you in your application:

- Job Description and Job information
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> and as a hard copy from Personnel Services – personnel@godalming.ac.uk

The closing date for receipt of applications is **Thursday 19th October 2017 at 10am.**

Completing your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

You may return your application form either by post or by e-mail as an attachment to personnel@godalming.ac.uk

Short-listing and interview arrangements

Since we will not be able to respond to all applicants, if you have not been contacted by **27th October**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews in the week commencing 30th October and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

JOB DESCRIPTION

Post Title	Office Administrator
Responsible to	Head of Administration
Scale	Scale 3 Support Staff Salary Spine (£18,958 - £21,269 for full-time) Actual Salary for hours worked (£14,314 - £16,059) Starting salary will be dependent on skills and experience
Hours	Part-time (27.5 hours per week, full year) 8.30am-2.30pm Monday to Friday (75% FTE approximately)
Annual Leave	22 days annual leave per leave year pro rata (1 st August to 31 st July) – Due to the post Holder's responsibilities and duties we would request no more than 50% of leave is taken during college holidays.

PURPOSE OF THE JOB

To provide Cross College administrative support under the direction of the Head of Administration to maintain a high standard of administrative services to enable the provision of quality education.

DUTIES AND RESPONSIBILITIES

The Administrator will be directly responsible to the Head of Administration for supporting with the delivery of Cross College administration including the following areas of responsibility:

- Administrative support to the Senior Management Team and other areas of the College when required including Marketing, Careers and Shaping Futures.
- Supporting the Assistant Principal in making the necessary preparations and arrangements for staff training and development activities including Inset events.
- Coordination of staff training and development procedures and reporting, including accurately recording staff training, organising venues and booking external training provision, monitoring training and development budgets, processing invoices and expenses and the production of related documentation.
- Providing administrative support to the Admissions function when required including; producing letters and communications to applicants, parents and schools, assisting with the delivery of cross college events such as Open Evening, Course Advice Sessions and Enrolment.
- Provide cover for both Student and Main Reception as and when required.
- Assisting staff and students with routine enquiries.
- Dealing with telephone enquiries from parents or guardians and any other outside agencies on behalf of the College and to pass messages to the appropriate person.
- Managing and routing office communications, letters and documents.
- Maintaining up to date and accurate student records in accordance with College policy.
- The typing of correspondence, reports, bulletins, schedules, agendas and minutes much of which will be confidential.
- Welcoming visitors to the College on behalf of the Assistant Principal and Senior Management Team.

The Administrator will undertake other duties as agreed between the post-holder and the Head of Administration.

PERSON SPECIFICATION

This section describes the type of person that we would expect to apply and also provides an objective means of comparing candidates during the selection process. It should not be regarded as a comprehensive list of all that is relevant, nor will it necessarily be expected that the successful candidate will display all of these features.

Personal Qualities

- Organised, professional, approachable and responsive
- Able to work with a broad range of people including staff, students, parents and those from other organisations
- Flexible and adaptable in response to managers' need for support and different work methods
- Enjoys working as part of a team but can also work independently
- Ability to remain calm and decisive in time-pressured or difficult situations
- Ability to maintain strict confidentiality

Skills

- Excellent organisational skills: to be able to identify and prioritise work to meet deadlines
- Good interpersonal skills and ability to communicate effectively both verbally and in written correspondence
- Accuracy and attention to detail
- Advanced IT skills with experience of Microsoft Office, including Word, Excel, Outlook, and PowerPoint along with experience in the use of databases to retrieve data and produce reports

Qualifications

- Good general education
- PA/Secretarial/Business Administration qualification

Experience

- At least three years' experience of working in a similar administrative role.
- Experience of events management
- Strong computing skills, including significant experience working with Word, Excel and Outlook
- Highly organised: demonstrated ability to manage a portfolio of activities
- Experience of analysing information and presenting reports in a clear and concise way

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

CHILDCARE VOUCHER SCHEME

The College offers employees the facility to participate in a Childcare Voucher Scheme. This is a benefit which is provided through a 'salary sacrifice' arrangement, normally for the duration of the academic year.

OTHER INFORMATION

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus.

There is catering service available in the Staff Room together with food outlets and coffee shops. An indoor sports facility, including a gym with state of the art fitness training equipment, is available for staff use between the hours of 8am to 5.30pm (when not being used for teaching purposes).

Godalming College Support Staff Payscale

September 2016

Scale 1	13	14792
	14	15257
	15	15797
	16	16192

Scale 2	17	16548
	18	16822
	19	17140
	20	17461

Scale 3	21	17964
	22	18329
	23	18923
	24	19596
	25	20275

Scale 4	25	20275
	26	20945
	27	21619
	28	22290

Scale 5	29	22963
	30	23638
	31	24431
	32	25219

Scale 6	33	26095
	34	26966
	35	27840
	36	28708

Senior Officer	37	29500
	38	30291
	39	31085
	40	31878
	41	32667

Management 1	42	33462
	43	34253
	44	35126
	45	35997
	46	36867

Management 2	47	37739
	48	38691
	49	39562
	50	40510
	51	41461

Management 3	52	42412
	53	43363
	54	44316

Management 4	55	45290
	56	46285
	57	47303
	58	48347
	59	49409
	60	50496

Surrey Allowance £994

To calculate pro-rata payments –

Hours x weeks x annual salary divided by 1659

Example: point 20 scale 2 - £17461 + £994 = £18455

36.42 hours per week x 39 weeks per year = 1420

1420 x £18445 divided by 1659 = £15796.32 pa = £1316.36 gross per month
paid for 12 months

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

The normal full-time working hours are 36.42 per week

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42