 Job Specification

**College Administrator**

This is an important position within the College, line-managed by the Deputy Warden and remunerated on the appropriate scale.

**Responsibilities and Expectations**

**Objectives**

* To play an important part in ensuring that the College operates and is seen to operate in an effective, efficient and professional manner.
* To provide high quality administrative support in key College areas.
* To identify aspects of the College’s systems that can be enhanced/improved by more effective administration and management.

**Job Description**

* Assess progress of new administrative initiatives and/or procedures, making changes where necessary.
* Management of the College computerised administration system iSAMS.
* Administer internal and external communications on behalf of Senior Management.
* Liaise with IT Support to manage the continued improvement of a computerised reporting system, in order to meet the day-to-day and long term objectives of the College.
* Provide first class customer service to students and parents by providing accurate advice on matters relating to College procedures.
* Oversee the centralising and management of pupils records, and distribution of school reports.
* At the request of the Warden/Deputy Warden, to engage in additional reasonable duties and responsibilities.

**Other areas of the Administration Manager post:**

* Co-ordinate & arrange the printing of the termly Almanac
* Assist with Open Morning / Entrance Examination administration work
* Attend the weekly staff briefing, take minutes and email to all academic / admin staff for reference
* Responsible to ensure the office is covered during all necessary times including holiday periods.
* Assist with the booking arrangements involved with College events, such as drama performances, concerts and events
* Submit to an annual formal appraisal by the Warden or any other person acting on his behalf.