

College Administrator



"I HAVE MADE FRIENDS FROM ALL OVER THE WORLD AND LEARNED ABOUT DIFFERENT CULTURES AND TRADITIONS."



"MY TEACHERS WERE SO ENGAGING AND SUPPORTIVE. I KNEW THEY WOULD ALWAYS PROVIDE HELP BOTH INSIDE AND OUTSIDE OF LESSONS."



Autumn 2023

www.abbeycolleges.co.uk

ABOUT US

Abbey College Cambridge is continually expanding with over 460 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.

We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'



College Administrator

JOB DESCRIPTION

Reports to: Director of Operations

Location: Abbey College Cambridge

Contract Type: Full Time, Permanent, all year round.

Salary: £22,500 – £25,000 per annum full time equivalent dependent on experience (£18,432 - £20,480 per annum pro rata)

Hours

37.5 hours per week 8.30 to 17:00 Mon-Fri. Occasional overtime may be required. You will work 37 weeks per year, 35 weeks during term time plus a week before the academic year starts and a week after academic year ends.

Holiday Entitlement

Your holiday entitlement of 5.6 weeks per annum and non term time bank holidays will be deemed to have been taken out of term time and is incorporated into your salary (you will therefore be paid for 42.6 weeks per year)

Overview

Under the direction of the Acting Director of Operations, to work across several administrative operational areas of the school, including covering for 2 hours per day, 4 days a week and one full day on the main reception desk.

Main duties and Key Responsibilities:

- Due to the diverse nature of this position jobs, duties and responsibilities may be changed at any time and therefore the successful candidate will need a good degree of flexibility

Reception:

- Spend 2 hours per day and one full day (more when required for staff holiday cover) on the main reception desk providing lunch cover. This will involve

greeting visitors, dealing with students' enquiries, handling post and deliveries and various other front line reception tasks.

Accommodation:

- Sending out communication to new students pre enrolment
- Running reports and checking data
- Chasing documents from parents
- Filing documents electronically

Admissions:

- Assist with student induction programme –copying, scanning, and filing documents electronically
- Create student bank letters
- Support with administration of student files to keep them to UKVI standard

Finance:

- Act as cover for the Finance team in terms of placing orders, processing invoices and updating spreadsheets.

HR:

- Scanning and filing documents
- Assisting with administration within the recruitment process
- The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- 5 GCSEs including English at level 4/5(C) or above or equivalent level qualifications
- ICT literate, familiar with standard PC packages such as Microsoft Office.

Desirable:

- Experience of working in an educational environment and/or a busy and varied office environment
- Experience of SIMS
- Working knowledge of record keeping and data protection

Communication and Interpersonal Skills

Essential:

- Good verbal and written communication skills, with the ability to communicate professionally with all visitors
- Ability to build and maintain effective working relationships with students, colleagues, Abbey College and a wide variety of external stakeholders.

Personal skills and qualities:

Essential:

- Act as an ambassador for the college and create a good first impression to all visitors
- Team player with ability to ‘think on his/her feet’
- Flexible approach to workload
- Extremely well-organised
- Willing to undertake other duties within the college and work as part of a bigger team.
- Attention to detail

Desirable: An ability to relate to students from a wide range of backgrounds and cultures

Equal Opportunities

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.



EMPLOYEE BENEFITS



Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1% however the default is 5% as we encourage employees to save for their future.

Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

Staff sport and social events

There are staff sports clubs such as Yoga and walking clubs, and regular staff social events throughout the year

YOUR APPLICATION

How to Apply

Please submit your application through [TES](#) to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

Interview Process

We will approach referees before interview for each shortlisted candidate for information to verify particular experience or qualifications, we will also carry out online searches for any unsuitable content by candidates.

Shortlisted candidates will be invited to a one or two stage interview. Two stage interviews consist of a remote interview via Microsoft teams, followed by an in person interview in the college with a practical role based exercise (e.g. delivering a short Lesson for teaching staff, or an admin test for support roles), a Panel interview and a tour of the College. One stage interviews will not have the teams interview.

Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation. The colleges Child Protection policy can be located in the attached documents section on TES and on the college website.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate suitability to work with children.



ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and

OUR COLLEGES AT A GLANCE



Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular



DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.