

## JOB TITLE: Administrator/Coordinator

### ROLE OVERVIEW

**Job Title:** Administrator/Coordinator

**Grade:** EC4

**Contact Hours:** 37 hours per week

**Contract:** Permanent

**Faculty:** Foundation Maths & English

**Responsible to:** Head of Faculty

### KEY ROLE OBJECTIVES

To provide proactive administrative support for the faculty of Foundation Maths and English provision.

### Main Responsibilities

- To provide administrative support for the Foundation Maths and English faculty in relation to GCSE resits and Functional Skills provision
- To help coordinate activities and events designed to support resit GCSE learners, including mock exam preparations, organising resit entries and supporting with processes related to the learner experience.
- To undertake financial procedures, record keeping and reporting within the framework of the College's Financial Regulations.

- To assist in the generation of regular reports related to Foundation English and Maths

### Main Tasks

1. To provide administrative support for the faculty of Foundation Maths and English.
2. To support the Head of Faculty with the coordination and organisation of relevant meetings, activities and events.
3. To liaise with external stakeholders and visitors, and to support the effective coordination of events and visits to the college.
4. To work with staff in Marketing and Learning Media Services to advertise and promote resit GCSE and Functional Skills activities to students.
5. To keep a record of activities and events to share news stories with students, staff and key stakeholders.
6. To make effective use of the college timetabling and rooming systems for the department.
7. To liaise with the Head of Faculty to ensure that room requirements, faculty communications and timetable changes are in place to facilitate teaching cover requirements for absent members of faculty staff.
8. To liaise with other administrators to ensure consistency of practice within the faculty and across the College.
9. To be responsible for the recording of appropriate HR information relevant to the wider team, such as sickness reporting and financial returns.

10. To coordinate payments and process purchase orders, budget transfers, new supplier requests, petty cash, monthly credit card statements and resource charges according to defined financial systems.
11. To support the creation of reports for the College Leadership Team, Senior Leadership Team, Senior Curriculum Group and governors.
12. To ensure all department records are up to date.

## Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Commitment to Equal Opportunities.

## Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**Reviewed:** December 2025

# Person Specification

## JOB TITLE – Administrator/Coordinator

### Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

#### Experience

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##### Essential Criteria:

- Experience of working in an administrative support post, or equivalent (A/I)
- Experience of working to tight deadlines (A/I)
- Customer service/dealing with people face to face and over the phone (A/I)

##### Desirable Criteria:

- Working in an office environment (A/I)
- Familiarity with budgeting and financial management system (A/I)
- Experience of working with children and young people (A/I)

#### Skills and Abilities

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##### Essential Criteria:

- Excellent IT skills (A/I)
- Excellent interpersonal, communication and customer care skills (I)
- Able to problem solve and effective resource management (I)
- Able to multi-task (I)
- Team player and able to work with a range of different people across an organization (A/I)
- Able to work independently and using own initiative (A/I)

#### Qualifications

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##### Essential Criteria

- GCSEs in English and Maths (or equivalent qualification) (A)
- Commitment to continuing professional development (I)

##### Desirable Criteria:

- Bookkeeping or other financial qualification (A)
- NVQ in Business and Admin (or equivalent) (A)

#### Mandatory Requirement

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##### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)

Reviewed: December 2025

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.