

SAPIENTIA EDUCATION TRUST

WYMONDHAM COLLEGE JOB DESCRIPTION

ADMINISTRATION OFFICER

PERMANENT, FULL-TIME

Line Manager:	Administration Manager
Salary:	Points 5-11 of the SET Support Staff Salary Scale / £21,575 - £24,054 per annum
Residential Status:	Non-Resident

THE POST

The post of Administration Officer at Wymondham College forms part of the high-profile Administration Services Team who support the teaching and learning provision across the Campus. The person appointed will be part of the College Office team providing administration services to all College users, carrying out routine, statutory, and responsive tasks reporting directly to the Administration Manager. The person appointed will form part of the single point of contact team for students, staff, parents, carers, and visitors, providing a first-class service.

Wymondham College is member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Administration Officer are:

- Have excellent communication skills in person and in writing
- Have excellent organisational skills and be flexible in managing, planning and executing daily, weekly and monthly workloads in a busy office environment

- Have a soundtrack record of successful administrative experience
- Be familiar with or prepared to be trained on student data base and finance systems
- Be able to produce accurate work, efficiently, at speed
- Be able to work with initiative
- Work collaboratively within a team
- Be able to analyse problems and be prepared to present solutions;
- Maintain confidentiality and handle situations with care and empathy
- Be able to conduct himself / herself in a confident, professional manner.

The qualifications and previous experience required for an Administration Officer are:

- Have a high level of literacy and numeracy (Level 3 qualifications are a minimum requirement)
- Be confident and skilled in the use of Microsoft Office systems to include Word, Excel and Outlook and be familiar with Microsoft 365
- Demonstrate excellent customer service skills.

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

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

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Provide excellent administration services for both the Sixth Form and Main School
- Provide administrative support to the Senior Leadership team
- Work collaboratively in the College Office team sharing all responsibilities and tasks
- Use the College MIS system
- Assist with exam results days
- Maintain student records
- Process archiving
- Prepare letters, reports, templates, and information for the College community
- Maintain and process applications for student funding such as 16-19 Bursaries and Pupil Premium
- Assist with the organising of events and letting of facilities

- Use the College finance and cashless systems managed by College Office
- Administer the Sixth Form transport
- Participate in training relating to College/Departmental processes
- Participate in the College's programme of Performance Management and Continuing Professional Development

HOURS OF WORK

Paid weeks	Full-time / 52 weeks
Hours per week	37
Normal Working Pattern	Monday-Thursday 08:30-16:30 Friday 08:30-16:00
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time.
CPD Days	College CPD is included in your salary and you will be expected to work on all published CPD Days.
Overtime	Additional work may be required during term time for which overtime is not paid, but time-in-lieu may be taken at agreed times.

REMUNERATION

Salary Details:

- Points 5-11 of the SET Support Staff Salary Scale / £21,575 - £24,054 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The annual salary will change each year depending on the days and weeks in the academic year.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.