



JOB DESCRIPTION

Post:	Operations: Administrative Assistant: (Health, Safety, Welfare and Sustainable Operations)
Responsible to:	Director of Operations (First Responder and Health and Safety Officer)
Salary:	£21,451 -£22,334 pro rata (£15,480-£16,117 per annum) Scale 3 Point 18-20 30 hours per week, 40 weeks per year
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	<p>To provide effective and efficient management of the administrative functions of day-to-day Health and Safety, First Aid and Sustainability for Truro and Penwith College.</p> <p>To contribute to the general secretarial and administrative functions of the Operations Team.</p> <p>To actively engage in developing and promoting the department's operational plan.</p>
Specific Duties:	<p>To provide outstanding administration of the College's Termly Health and Safety and Sustainability Committees by completing the following;</p> <ul style="list-style-type: none">• scheduling meetings• preparing agendas• minute taking• collating feedback and tracking action points.• collation and circulation of information and collation of responses. <p>Supporting the Health and Safety Officer in the administrative and organisational aspects of the role, including planning and organising Fire Evacuation drills with due regard for other college functions.</p> <p>Develop and maintain the following records;</p> <ul style="list-style-type: none">• Accident records• Registers of compliance• Fire Risk Assessments• Disease records



Management of Maternity Risk Assessments, reported illness records and follow-up and short-term personal evacuation plans for students.

Supporting the Director of Operations in the administrative aspects of Data Protection, Data Subject Access and Freedom of Information requests. Monitoring and updating policies and procedures for GDPR management. Redaction of key documents for data release. Maintenance of Disclosure Logs.

Working knowledge of Excel and Access to create spreadsheets and databases.

Preparing and presenting data for reports.

Supporting the First Responder in the practical organisation and administration of the role including selection and ordering of First Aid stock, replenishment of First Aid boxes and upkeep of the medical room and equipment.

Evaluation and recording of Accident Records and cross-referencing with student medical records.

Ordering and preparation of specialist First Aid kits for foreign travel.

Providing additional capacity, when required, to the senior staff secretary for the Director of Operations.

Providing additional capacity, when required, to the room booking and lettings administrator.

Providing additional capacity, when required, to the College's Transport function.



General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

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Ideally, the person appointed will have the following skills and experience:

- excellent organisational skills, with a respect for confidentiality and sensitivity.
- administrative skills with experience of appropriate software packages.
- excellent interpersonal skills in order to establish good working relationships with students, staff, members of the public and other College stakeholders.
- Confidence to deal independently with enquiries from academic staff, callers and outside agencies.
- ability to work flexibly, accurately and under pressure, prioritising and sequencing as necessary.
- experience in working with computerised Management Information Systems.
- ability in first aid procedures, or the willingness to acquire it through appropriate training.
- personal experience and interest in sustainability, health, safety and wellbeing.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.