

JOB PROFILE

Post: Administrator, Full Time - UTC Sheffield City Centre

Responsible to: PA to the Principal

JOB PURPOSE

The main task of an Administrator is to provide administrative support to the Senior Leadership Team and curriculum staff. An administrator is expected to work as part of the administrative support team, using ICT systems as appropriate.

Administrators are also the first contact for visitors at Reception, answering telephone calls from parents / contacts and for dealing with student requests.

The administrator will provide an efficient and effective service characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on his/her own initiative.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Undertake general administrative and clerical duties including, text processing, routine data input, e-mails, reception/switchboard duties, assisting and receiving visitors to the UTC.

Prepare routine reports, maintain booking systems, deal with student requests and assist with admissions and transition utilising the current UTC student database.

Arrange transport for UTC visits, support teachers in the production of consent letters and ensure the provision of first aid equipment and mobile phones.

Maintain appropriate stock levels of office consumables and support departments in ordering items using the on-line ordering system.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal.
- Participate in the UTC's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

Administrator

PERSON SPECIFICATION	Essential / Desirable E/D
Education/Training/Qualifications	
<ul style="list-style-type: none"> • Level 2 (GSCE) in English Language and Maths or equivalent. • Keyboard skills to level 2, or willingness to work towards. 	<p>E</p> <p>E</p>
Skills/Knowledge	
<ul style="list-style-type: none"> • Ability to undertake a variety of administration tasks and prioritise own workload. • Ability to work accurately and to strict deadlines. • Administrative/Organisational skills. • Ability to use current IT applications effectively, including Microsoft Office and Web based systems, including e-mail. • Ability to deal with the day to day operation/tasks in a Reception/ Administrative Office. • Knowledge of SIMS / student database systems. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Work Experience	
<ul style="list-style-type: none"> • Experience of working in customer care or reception environment. • Relevant experience of working in administration. • Experience of dealing with face to face and telephone enquiries. • Experience of working in a school environment. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Personal Qualities	
<ul style="list-style-type: none"> • Ability to work within a team and with minimum supervision. • Ability to communicate effectively with students and staff. • Ability to remain calm and professional when under pressure. • A friendly, approachable and enthusiastic approach to students. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Other Requirements	
<ul style="list-style-type: none"> • Demonstrate flexibility/adaptability and reliability. • An awareness of Data Protection. • Demonstrate a clear understanding of equality of opportunity and diversity issues. • Demonstrate ability to use an innovative/positive/enthusiastic approach to work. • Demonstrate a clear understanding of issues in relation to safeguarding children and vulnerable adults. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>