

JOB DESCRIPTION

Post:	Administrative Assistant - Part Time Courses
Responsible to:	Part Time Courses Co-ordinator
Salary:	£17,627 - £18,618 per annum Scale 1 – 2 (Point 10 – 16) 37 Hours per week Fixed Term until 31 December 2022
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	To assist in the significant data entry and administrative duties associated with the Part Time Courses office.
Specific Duties:	<p>To give information and advice in response to customer enquiries on the telephone, in person and via email.</p> <p>To assist in the development of the range of course information material available to customers.</p> <p>To input data into the College Management Information System.</p> <p>To produce standard reports from the system.</p> <p>To perform various duties associated with the College's administrative functions. These may include filing, photocopying, reception duties, student enrolment, receipting payments and associated cash/card handling.</p> <p>To assist the Part Time Courses Co-ordinator as and when required.</p> <p>Ability to communicate effectively at all levels.</p>



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

ADMINISTRATION ASSISTANT – PART TIME COURSES

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

- experience of data entry and administrative work
- attention to detail and an understanding of required accuracy levels
- European Computer Driving Licence, or level 2 or above IT qualification
- excellent inter-personal skills
- some financial experience ie cash handling, reconciliation and a basic financial understanding
- a willingness and flexibility to learn and then operate new procedures effectively

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.