

Job Title: School Administrator – Maths & English and Adults**Ref: ME2021024****Background to Post**

Northampton College is proud, as the leading provider of further education in the South East Midlands region, to have been ranked, in the 2018/2019 National Achievement Rates Tables (NART), as 7th out of more than 200 colleges for 16 to 18-year old education and training. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

Directorate:	Learning
Section/Department/Team:	School of Maths, English and Learning Support
Location:	Booth Lane (with some occasional work at Lower Mounts or Daventry)
Scale of Post:	BUS 3
Responsible to:	Assistant Principal, Maths, English and Learning Support
Responsible for (staff):	n/a

Job purpose

To provide an effective administration service to support the delivery of Maths and English to students across the college. The post holder is 'front of house' helping with student and staff queries across the College. The attention to detail and accuracy needed in the role is very significant as well as to be able to work calmly at busy and stressful times in the academic year. The post holder will need to have excellent communication skills and the confidence to support and communicate with students regarding maths and English study and assessment.

As directed by the Assistant Principal or Curriculum Managers within MAE, the post holder plays a key role in identifying, recording and monitoring the allocation of students to classes for maths and English and their entry and success in exams. This requires the post holder to be particularly competent in the use of a range of databases systems and to have particularly good excel skills. Attention to detail and accuracy is key to being successful in this post. Communication and liaison with other areas of the College needed to ensure that any changes to student information is consistently tracked and monitored.

The post holder will be required to organise the accurate collection of information from students and to communicate clearly with students regarding attendance and classes for maths and English.

Duties and responsibilities

Specific

- Provides accurate information verbally and in writing to staff and students regarding maths and English lessons.
- Sets up and keeps up to date accurate maths and English Class lists, checking and transferring students as appropriate.
- Supports co-ordination and communication of cover plans
- Timetables cross college maths and English classes.
- Organises and co-ordinates on a daily basis the allocation of maths and English for the purposes of enrolment.
- Supports the BKSb assessment process to enable students to enrol to correct level maths and English classes.
- Supports monitoring of attendance and student progress by providing accurate data.
- Liaises with other areas of the college (SDS, Enrolments, Exams), teachers and managers to ensure consistency and accuracy of information regarding students is maintained.
- Supports the organisation of invigilators for GCSE maths and English exams
- Assist curriculum area in monitoring student attendance and performance.
- Support students to undergo initial assessments. Liaise with ALS to refer and support students to access and attend support as identified.
- Signpost students to relevant support & services.
- Pro-actively monitor attendance and punctuality patterns and follow up areas of concern
- To order goods and services within the college financial regulations
- To process orders and invoices for curriculum areas
- Undertake administrative duties such as would be required in a busy educational office environment. These will include, but not be limited to:
 - dealing with telephone and face-to-face enquiries from students and visitors
 - generating standard letters and reports to include word processing, use of spread-sheets and databases (inputting and retrieving data) – including Microsoft Office systems and College systems such as QL management information system, QL-e, Document Management System, Moodle
 - carrying out normal start and end of year procedures for students
 - scanning student documents
 - to check and respond to e-mails on a regular basis
 - to check voice-mail and pass message to appropriate staff
 - to record staff absences on College systems
 - act as minute taker at meetings
- Student attendance monitoring, receive student absence calls and log on the absence logger
- To provide administrative support for trips and visits, including residential, this may include obtaining quotations
- Support the full-time and part-time interview process by checking information received and providing meet and greet for new students
- Keeping systems up-to-date and inputting data in tracking systems

- Complete the administration for UCAS applications
- Complete the administration for disciplinary hearings and add information to the disciplinary database
- To undertake allocated tasks and activities in order to meet identified deadlines
- Meet quality standards and to maintain accurate records
- To participate in occasional recruitment and enrolment events
- To work effectively with other business support areas as required, for example the Enrolment Centre, Exams, Estates, Human Resources and Finance departments
- To interact with College systems as required
- To manage the portfolio cupboard and arrange collection of portfolio's by students
- To take in and record assignments when required
- To prepare paperwork for completion/withdrawal.

Generic Business Support

Your duties may include, but will not be limited to:

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff
- To maintain the highest professional standards
- To participate on appraisal and staff development
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

EMPLOYMENT INFORMATION - Business Support Scale 1 - 4

This post is subject to Northampton College, Conditions of Service for Business Support staff and a six-month probationary period. On completion, you will be expected to participate in the College's appraisal system.

All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed.

Please note that if this post requires unsupervised access working with children under 18 years and/or vulnerable adults, if appointed you will be required to complete a criminal record check by the Disclosure and Barring Service (DBS).

Hours of Duty: 37 hours per week
Job share will be considered for this post

Salary: In the range of £18,288 - £19,059 per annum
Depending on skills, experience and qualifications

Holidays: Holiday entitlement will be included in monthly pay to the value of 35 days per annum, including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year.

Applications should be submitted online via the Northampton College website
www.northamptoncollege.ac.uk/working-for-us

Telephone: (01604) 734039 (recruitment line/voice mail)
Fax: (01604) 491238

Closing Date: Tuesday 19 January 2021

Interview Date: Thursday 4 February 2021

Interviews will be conducted remotely via Microsoft Teams

We strive to achieve diversity in our staff to reflect the community we serve
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Other Information

Equal Opportunities

The College is committed to the principle of equality of opportunity and requires that the post-holder adheres to the College's Equality & Dignity at Work Policies. The aim is to ensure that no colleagues, learners, potential employees, governors, visitors or others are harassed, or receive less favourable treatment on the grounds sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Training and Appraisal

Opportunities for training are available to all members of staff, and you may be required to attend, from time to time, training courses concerning your employment. The College also operates an Appraisal System, and all members of staff are expected to take part in the process.

Health and Safety

Under the Health & Safety etc. at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

Safeguarding

The College is committed to the safeguarding of all its students, staff and visitors and provides a safe physical environment. The College ensures safeguarding legislation and guidance are adhered to and considered when developing and revising policies and procedures. The College has policies and procedures in place to deal effectively with child protection and safeguarding issues as well as recording and monitoring processes. The College has a legal duty to ensure measures are in place to safeguard students from radicalisation and extremism and as such actively encourages the promotion of British values. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities and to promote values of openness, tolerance and facilitating free debate

Data Protection

Computer information should only be accessed if this has been authorised and is necessary as part of the post holder's work. Unauthorised action being taken, in accordance with the College's disciplinary procedure, may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1998 and the Computer Misuse Act 1990.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

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Grade: BUS 3

	Essential	Desirable	Method of Assessment
Education/Qualifications	<ul style="list-style-type: none"> At least 4 GCSE with a grade C in English and Maths or equivalent IT User qualification 	<ul style="list-style-type: none"> Educated to level 3 	A, I
Experience	<ul style="list-style-type: none"> Experience of working in office administration, including word-processing, spread sheets and databases Experience of dealing with members of the public efficiently Experience of delivering excellent customer service. 	<ul style="list-style-type: none"> Experience of working with young people aged 16-19. Working within an educational context. 	A, I
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> Excellent excel spreadsheet skills High level of accuracy and attention to detail. Ability to work independently and flexibly, as well as part of a team Able to meet deadlines Ability to work under pressure Ability to multi-task whilst having exceptional attention to detail Ability to communicate clearly and concisely at all levels Self-motivated, willing and enthusiastic Empathetic and caring attitude Proven organisational and planning skills 	<ul style="list-style-type: none"> Significant practical experience in the use of excel as a tracking system 	A, I, T

	<ul style="list-style-type: none"> • Flexible and receptive to change • Take pride in delivering work that meets or exceeds the expected standards • Show an excellent understanding of your customer's needs • Flexible approach to work and work area, working outside normal hours when reasonably required to do so • An understanding of the significance of equality of opportunity • An understanding of the importance and relevance of safeguarding within the educational environment 		
Circumstances	<ul style="list-style-type: none"> • Willingness and ability to travel between sites as part of the role 		
Attributes	<ul style="list-style-type: none"> • Demonstrable commitment to the values of the college [Passionate, Inclusive, Innovative & Optimistic], including its commitment to promoting equality and diversity in employment 		
Level of physical ability and activity	<ul style="list-style-type: none"> • Occasional lifting may be required • Need to move around site will be required • Occasional travel to other sites may be required. 		

Method of Assessment - A = Application Form, I = Interview, T = Test or Exercise, P = Presentation, PP = Personality Profile.