

Job Description

Post Title:	Work Experience Administrator
Post responsible to:	Office Manager – Student Services
Salary:	Band B (Pro rata'd from the full time equivalent £16,000 - £17,000)
Job Purpose:	To provide administrative support within a team which provides key administrative services to the College.

Summary of Key Responsibilities:

- To provide administrative support for the Careers Team and the Student Services Team.
- Liaise closely with the Careers Team and contribute to the delivery of the College's Employability and Higher Education programmes.
- Carry out any other reasonably comparable administrative duties as may be required by the Careers Manager and Office Manager.
- Be proactive in contributing to the efficient running of the department.
- Demonstrate commitment to safeguarding and promoting the welfare of children and vulnerable adults.

Careers/Work Experience Processes

- Set up and update user-friendly database of employers for students to access.
- Process paperwork for students and employers.
- Update Pro-Solution when documentation has been received.
- Review and suggest improvements for existing systems.
- DBS administration.
- Prepare work experience evaluations for students and employers.
- Contact and, on occasion, visit employers where necessary to carry out risk assessments and checks on students (only after appropriate training).
- Set up student spreadsheets for each work experience/vocational group and liaise with staff to ensure all students gain meaningful work experience.
- Visit classes to deliver short group workshops related to work experience (if needed and only after appropriate training).
- Conduct one to ones, if required, with students who need support.

Person Specification	Essential	Desirable	Method of assessment
EXPERIENCE			
Experience of working in an educational environment		√	A
Experience of working in an administrative role	√		A
First Aid qualification		√	A & I
Previous experience of organising large events		√	A & I
KNOWLEDGE SKILLS & ABILITIES			
Knowledge of:			
Safeguarding and promoting the welfare of children and vulnerable adults		√	I
Competent knowledge of IT software such as Word and Excel and Google Drive.	√		A
Excellent administration, planning and organisational skills	√		A & I
Ability to:			
Have a good all-round knowledge and experience of providing outstanding customer service	√		A & I
Have an ability to solve problems when they arise – using own initiative	√		A & I
Skills:			
Highly organised, accurate and attentive to detail	√		A & I
Good verbal and written communication skills with people of all levels	√		A & I
Be able to prioritise tasks in a logical and effective manner	√		A & I
Enthusiastic, flexible and have a creative approach to tasks	√		I
Self-motivated, proactive, approachable and capable of working with minimal supervision within a team	√		I
Reliable, trustworthy and committed to achieving the highest professional standards at all times	√		I
Special Requirements:			
Willing to provide support to evening and weekend events as required	√		I