

Administrative Assistant

Job Description and Person Specification

Post Title:	Administrative Assistant
Accountable To:	Business Manager
Location:	Elliott Hudson College
Scale:	BI (SCP 4-6)

Job Description

Purpose

The purpose of this post is to work as part of the Administration Team, under the supervision and guidance of the Business Manager to provide high quality general administrative support for the college and providing cover across the team during absence. This varied and interesting role will involve working across the admin structures in the college.

Role Responsibilities

- To carry out a range of office/administrative tasks as directed by the Business Manager.
- To undertake general administrative tasks, including:
 - Record keeping, filing, data input/retrieval and shredding
 - Dealing with incoming and outgoing mail
 - Preparing routine correspondence and information packs, ensuring that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation
 - Taking telephone messages and dealing with telephone enquiries
- To undertake specific administrative tasks, including:
 - 16-19 Bursary processing and online store maintenance.
 - Updating SIMS with student data including photographs, checking consent and updating changes. Checking assessment data and producing student reports.
 - Management of the Unifrog system, or any other alternative Destinations platform, to log student interactions, and update student information. Including information for university and employment references.
 - Maintenance of student destination system
 - Maintenance of College Calendars
 - Planning in college events and external trips & visits including administration, booking venues, transport, visitors etc.
 - Management of the room and equipment booking system.
 - Recruitment support – monitoring applications and obtaining references.
 - Planning and management of recruitment events and interviews.
- To compile and maintain student records ensuring that all data held meets General Data Protection Regulations (GDPR).
- To provide reception cover when required ensuring outstanding customer service is delivered.
- To communicate effectively with both colleagues and parents/carers via written communication, and on the telephone.
- To use IT applications and databases effectively to deliver administrative tasks.
- To work within, and to support college policies and procedures.
- To form positive professional working relationships with colleagues.
- To work in other roles within the wider administration team as required and undertake any other duties that are commensurate with the grade of the post.
- To perform other relevant tasks as directed by senior leaders and to assist the Business Manager/Principal's Personal Assistant when required.
- Work in partnership with, and across other TGAT academies as required.
- Actively engage in professional development and the Appraisal process.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the college.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

<u>Qualifications and Experience</u>	<u>Essential</u>	<u>Desirable</u>
Grade C or above in GCSE English & Mathematics (or equivalent)	✓	✓
Admin NVQ qualification		✓
<u>Training, Experience and Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
Proficient in Microsoft Office applications, especially Word and Excel	✓	
Good numeracy, literacy and ICT skills	✓	
Able to work on own initiative	✓	
Good organisational skills	✓	
Good time management skills, including the ability to work to deadlines	✓	
Good communication and interpersonal skills	✓	
Some basic knowledge and understanding of the school/college system		✓
Experience of working in an office environment	✓	
Experience of working in a school/college environment or of working with young people		✓
<u>Personal Qualities</u>	<u>Essential</u>	<u>Desirable</u>
Good communication skills	✓	
A sense of responsibility and confidentiality	✓	
Good team member	✓	
Ability to work well under pressure and use your own initiative	✓	
Sense of humour	✓	
Positive and encouraging	✓	
Smart appearance	✓	
Co-operative, willing, reliable and trustworthy	✓	
Friendly, calm and unruffled disposition	✓	
<u>Continuous Professional Development</u>	<u>Essential</u>	<u>Desirable</u>
Evidence of commitment to personal and departmental CPD	✓	

<u>Other Conditions</u>	<u>Essential</u>	<u>Desirable</u>
Enhanced DBS Clearance	✓	

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.