

## **Job Description**

<b>Post:</b>	<b>Centre Administrator/Secretary</b>
<b>Salary Grade:</b>	<b>Band 8, points 19 – 23 of the SFC Support Staff Pay Scale</b>
<b>Responsible to:</b>	<b>Executive Assistant</b>

## **Key Purpose:**

<b>1</b>	To provide efficient and confidential secretarial/administrative support to the Centre Principal(s)/Head of Centre(s) ("Senior Manager"), demonstrating a high level of professionalism and confidentiality at all times.
<b>2</b>	To act as 'first point of contact' for all administrative related matters, for the Centre(s) or SMT(s).
<b>3</b>	To assist in supporting other Tier 3s and CMT members (where required) with administrative tasks.

## **Responsibilities:**

<b>1</b>	To participate in key College processes as required.
<b>2</b>	To act at all times in accordance with the College policies – eg Health and Safety, Equality and Diversity, Inclusion, Quality Assurance and the Charter.
<b>3</b>	To work flexibly in the interests of the organisation as required.
<b>4</b>	To participate in appraisal and undertake staff development activities as appropriate.
<b>5</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

## **Primary Duties & Responsibilities:**

<b>A</b>	To act as the confidential secretary/administrator to the Centre Principal(s)/ Senior Manager(s) and assist with administrative support to other CMT members (when required).
<b>B</b>	To have responsibility for the Senior Manager's diary.
<b>C</b>	To produce/prepare documentation on a variety of formats, including Word, Excel and PowerPoint.
<b>D</b>	To act as 'front of house' on behalf of the Senior Manager, including filtering of telephone calls, receipt of documents, correspondence, and messages ensuring information is passed to the Senior Manager or forwarded to the appropriate department in a timely manner.
<b>E</b>	To have access to the Senior Manager's emails, and manage their inbox as required and highlight to the SMT any urgent emails or urgent actions arising from them.

<b>F</b>	To maintain an accurate and efficient filing system.
<b>G</b>	To have responsibility for ensuring that agendas and prepared for meetings as required. To minute meetings accurately and disseminate information either in advance or after the meeting.
<b>H</b>	To arrange and co-ordinate events and other meetings as required.
<b>I</b>	To ensure that the appearance of the office is tidy and well organised.
<b>J</b>	To ensure procedures are adhered to and that procedure manuals are updated as required.
<b>K</b>	To provide any other reasonable administrative duties as required.
<b>L</b>	To adhere to the standards, values and other policies relevant to the aspirations of the College, including working flexibly.
<b>M</b>	To attend relevant Administrative support meetings (with other Admin staff) and participate in relevant training sessions and input on behalf of their Centre/Director where required.
<b>N</b>	To act as Brand/PR Champion for the job holder's Centre or Directorate – working with the Executive Assistant and Marketing Department.
<b>O</b>	To support with confidential HR administration – e.g. printing of interview packs, assisting with arranging schedules of interview dates etc.
<b>P</b>	To prepare agendas, meeting packs and co-ordinate dissemination of meeting materials, including following up actions, for local SMTs, Briefings and other Centre-activities.
<b>Q</b>	To work within the Executive Support Team, and assist the other Executive Assistants and Administrators as required by working flexibility and across Centres where necessary.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign and date the job description:**

**Name of the post holder:**

**Line manager to sign and date the job description:**

**Name of the line manager:**

## Person Specification – Centre Administrator/Secretary

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
<b>Qualification</b>	<ol style="list-style-type: none"> <li>1. Relevant Level 3 qualification (e.g. NVQ Level 2 Business Admin)</li> <li>2. OCR/RSA Stage II Typing/Text Processing/Word Processing (or equivalent)</li> <li>3. Level 2 Numeracy, Literacy and IT</li> <li>4. Competence with MS Office, including Word, Excel and PowerPoint</li> </ol> <p><b><i>Or a willingness to obtain qualifications above within a specified time</i></b></p>	Application	<ol style="list-style-type: none"> <li>1. Shorthand at 60 wpm</li> <li>2. Level 3 Numeracy, Literacy and IT.</li> </ol>	Application Form/ Certificates
<b>Professional Development</b>	Evidence of ongoing professional development.	Application		
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Previous experience of working within Administrative/ Support role (e.g. PA/Secretary to Senior Manager)</li> </ol>	Application/ Interview	<ol style="list-style-type: none"> <li>1. Previous experience of working as a PA/Secretary within a college or school environment</li> </ol>	Application Form/ Interview
<b>Skills / Qualities</b>	<ol style="list-style-type: none"> <li>1. Ability to minute meetings effectively</li> <li>2. Strong communication skills, both verbal and written</li> <li>3. Excellent telephone manner</li> <li>4. Excellent 'front of house' skills – when receiving visitors</li> <li>5. Ability to work flexibly</li> <li>6. Strong awareness of 'the customer' – eg students, other staff and the general public</li> <li>7. Awareness of the College's vision and values and how the job holder will be representing their CMT member and the College as a whole</li> <li>8. Ability to use Word, Outlook, PowerPoint and Excel at intermediate level</li> </ol>	Application/ Interview	<ol style="list-style-type: none"> <li>1. Ability to use Word, Outlook, PowerPoint and Excel at an advanced level</li> <li>2. 'Master user' in at least two MS Packages</li> </ol>	Application Form/ Interview

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
	9. Ability to work in a confidential manner. 10. Ability to remain calm and professional under pressure. 11. Ability to work on own initiative (with minimal supervision) 12. 'Master user' in at least one MS Package (eg Word) <b>or a willingness to work towards this qualification in a set time period</b>			
<b>Other</b>	Commitment to College policies – ie Health and Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter. CRB Check acceptance to College will be undertaken for successful applicant.	Application / Interview           Appointment		