

JOB DESCRIPTION

Job title:	Administrator for the Construction & Motor Vehicle Apprenticeship Academy
Salary range:	£21,164 per annum* (Support Scale 4, Point 11) <i>£9,724 per annum. Salary estimation based on 17 hours per week.</i>
Contract:	Permanent/Full Time
Ref Number:	EL10990

Protection of Children and Young Persons

Any offers of appointment will be conditional and subject to a Disclosure and Barring Service (DBS) check, a certificate of good conduct if applicable, plus receipt of satisfactory employment references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position you agree to an Enhanced DBS check in line with DBS regulations.

<https://blob.wcg.ac.uk/pdf/wcg-child-protection-procedure-v6-278918161015bf8861f2837582c7673a.pdf>

Background to the Post

The Administrator will provide excellent administrative support to the directorate. The role is busy and demands very high standards in terms of the service provided to our customers, a proactive approach and a desire to deliver excellence.

Duties and Responsibilities

1. Providing administrative support to the Directorate staff and students. This will include using a variety of IT software packages such as Google, Microsoft Word, Outlook, and Excel etc. to produce correspondence, documents and maintain records, spreadsheets and databases.
2. Providing excellent customer service and support managing telephone, electronic and personal enquiries, dealing with these where appropriate, escalating where necessary, or liaising with other internal functions.
3. Maintaining accurate records, filing systems and document management.
4. Will be required to assist with enrolments and admissions.

5. Convening and minuting meetings including diary management.
6. Assisting students, staff and visitors with enquiries.
7. Ensuring the collection and distribution of post.

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

Health and Safety

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

Safeguarding

Safeguarding and promoting the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

Annual Leave

The College offers a generous annual leave entitlement to support staff, commencing with 25 days rising to 28 days after 5 years' service, pro rata per annum plus 8 statutory days (Public & bank Holidays) and College closure days (all pro rata for part time posts).

Hours of Work

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 17 hours per week.

Place of Work

The principal place of work will be the College's premises based at our Warwick Trident College. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

Offers of Work

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

Employee Benefits

When you join WCG we offer you a whole host of employee benefits, including:

- The opportunity to apply for Hybrid working
- Generous annual leave entitlement plus up to 4 free College Closure days a year
- Comprehensive training programme
- Leadership & Management training programme to develop our next generation of managers
- Superb health and wellbeing support with Wellbeing@WCG
- Employee Assistance Helpline offering free, confidential, 24 hours support and guidance
- The opportunity to join our voluntary health cash plan run by Health Shield
- Free onsite gyms at most colleges
- Discounted part time and professional courses
- Cycle to work scheme
- Discounted hair & beauty treatments in our college salons
- The opportunity to join NEST pension scheme
- Free will writing service
- Free car parking on site
- Staff discounts in our Plant Centre at Pershore College

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with HR when making your application.

	How Measured	
Attainments:	Application Form	Interview

Essential	Demonstrates literacy and numeracy skills, for example GCSEs in English and Mathematics at Grade C or above (or equivalent qualification or experience).	✓	
	IT literate with experience of using a range of Microsoft Office packages specifically, Word, Excel and Outlook.	✓	✓
	Demonstrates an understanding of working within a confidential environment.	✓	✓
	Experience of working within a busy office environment, including successfully managing a full workload and meeting deadlines.	✓	
Desirable	Excellent word processing and IT skills with a qualification or experience which evidences these skills (IBT II, ECDL or equivalent).	✓	
	Previous experience of using and maintaining a database.	✓	
Skills and Knowledge:			
Essential	Demonstrable experience of delivering excellent administrative support and organisational skills.	✓	✓
	Evidence of excellent attention to detail.	✓	✓
	Evidence of a drive to improve process, work proactively and support departmental efficiency.	✓	✓
	Evidence of excellent customer service skills with both a professional telephone manner and excellent written and verbal communication skills.	✓	✓
	Proven success of working collaboratively and successfully with members of a team and the ability to work unsupervised.		✓
	Demonstrable experience of the ability to successfully meet deadlines.	✓	✓

	Ability to demonstrate an understanding and knowledge of Equality and Diversity.	✓	✓
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.	✓	✓
	Ability to demonstrate behaviours which support the Core Values of the College.	✓	✓

Applications should apply by sending a copy of their CV to jobs@warwickshire.ac.uk

When selecting applicants for short-listing, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and we will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting. The College regrets that it is unable to pay expenses incurred by attendance at interview.

***A percentage of this salary is unconsolidated. An unconsolidated pay award is a monthly percentage pay award that is non pensionable. The rate included on the job description is the annual full time equivalent amount.**