**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **POST TITLE:** | **CURRICULUM & ADMIN SUPPORT ASSISTANT** |
| **RESPONSIBLE TO:** | **OFFICE MANAGER** |
| **GRADE:** | **Support Staff Pay Scale Pt 5** |
| **WORKING WEEKS:** | **Full time, 37 hours per week**  **All year round** |
|  |  |
| **MAIN PURPOSE OF THE POST:** | The post holder will play an important role within the Curriculum and Administrative Support function of the College by carrying out a wide range of duties with the aim of producing a high-quality support service for staff, students, and visitors. In particular, the post requires high levels of IT proficiency and time management; the ability to communicate effectively with staff, students, outside agencies, and visitors; and the expectation to work closely and flexibly with all colleagues within this function of the College. |

**RESPONSIBILITIES OF THE POST**

*The exact duties of the post will be determined by the Office Manager.*

* Responsible for welcoming students, visitors, and parents to the college and operating the college’s telephone system.
* Providing MIS database support relating to student guidance and admissions.
* Effectively prioritising and dealing with enquiries made to the college including telephone, face-to-face and email.
* Responsible for promoting and safeguarding the welfare of students.
* To have regard to confidentiality, safeguarding, GDPR, and other statutory requirements and policies of the college.
* Supporting with the administration of the recruitment and enrolment process.
* Designing and reproducing a wide variety of teaching and learning materials, publicity documents, and bulletins for departments and cross-college functions.
* Assisting Course Leaders and subject areas with administrative and organisational tasks, including setting up classroom displays.
* Providing reprographics support to staff and students ensuring all equipment is functional for daily use.
* Contributing to the promotion and marketing of the college including social media platforms.
* Keeping records in accordance with the college’s retention schedule, ensuring confidentiality and security of information at all times.
* Carrying out general administrative and reception duties.
* Assisting with the organisation of internal and external meetings and events.
* Attending and participating in training, meetings, and development courses as required.
* Operating as one of a team of college First Aiders. Training will be provided where required.
* Carrying out duties, commensurate with the position, as determined by the Office Manager or the Principal according to unexpected College needs.
* Attending Open Events including, on occasions, on evenings.

**General**

* All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.
* The post holder’s duties must at all times be carried out in compliance with the College’s Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust’s and College’s responsibilities under the Health and Safety Act.
* All staff are expected to support the achievement of the Trust’s vision and values and to demonstrate these values through their behaviour.

*This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.*

**PERSON SPECIFICATION**

The successful candidate will be expected to have the following qualities:

|  |  |
| --- | --- |
| **Criteria** | **E=Essential**  **D= Desirable** |
| Qualifications   * GCSE Grade C (or equivalent) in four subjects including English Language and Maths. * First Aid qualification or willingness to undertake training. | E  E |
| Experience   * Experience of working in a busy office environment. * Experience of working with a range of Office software including Adobe. * Experience of working with a wide range of IT systems. | E  D  E |
| Skills & Aptitudes   * Ability to work on own initiative and effectively as part of a team. * Highly effective organisation and administrative skills. * Ability to work under pressure and prioritise work to meet deadlines. * The ability to use, or become familiar quickly with, a broad range of computer software applications and office reprographics facilities. * Excellent communication/ interpersonal skills with the ability to communicate both orally and in writing to a range of audiences. * Ability to demonstrate attention to detail and maintain accurate records. | E  E  E  E  E  E |
| Personal Qualities   * Ability to treat information in a sensitive and confidential manner. * Ability to relate well with students, parents and stakeholders. * The capacity to maintain an informative and helpful manner, even when under pressure. * An ability to build supportive working relationships with colleagues, supporting team and collaborative working. * Flexibility. | E  E  E  E  E |

**Salary and Conditions of Service**

*This is a permanent post, working full time all year*

You will be required to work 37 hours per week. The standard working hours will be 8.30am – 5.00pm, Monday – Thursday and 8.30am – 4.30pm on Friday with a one hour lunch break each day. Salary will be based on point 5 of the SFCA Support Staff Pay Scale, currently £24,191 per annum. Holiday entitlement is 26 days per year plus 2 local days, plus bank holidays. Pension provision is with the Local Government Pension Scheme. The contract will be based on a model for support staff produced by the National Joint Council of the Sixth Form Colleges’ Association.

For further information please contact [hr@qeliz.ac.uk](mailto:hr@qeliz.ac.uk)