



JOB DESCRIPTION

POST TITLE: ADMINISTRATOR – CREATIVE ARTS AND DESIGN
POST NUMBER: WREQ3550
GRADE: HAY SCALE

JOB PURPOSE

Reporting to the Dean of Faculty, the successful applicant will provide comprehensive administrative support on an ongoing basis to deliver the key objectives of the adult curriculum within the College.

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to your line manager for the following:

- Undertaking general clerical duties and implementing college office procedures and processes.
- Undertaking filing and administering departmental record keeping.
- Using a computer to input data onto spreadsheets and/or databases, including the setting up of spreadsheets and/or databases, word processing memos, letters, reports, and other communications, and drafting replies to general enquiries.
- Ensuring that all post is distributed to appropriate personnel in the Department and action routine responses from own initiative.
- Receiving telephone calls and visitors, as well as answering general enquiries relating to the Department.
- Maintaining appointment diaries and arranging meetings.
- Liaising with personnel in other departments and/or external organisations to obtain and provide information.
- Supporting other faculties with administrative support where needed.
- Co-ordinating on adult projects under the direction of the Associate Principal.

JOB DESCRIPTION

GENERIC DUTIES

In addition to the above requirements, all staff are expected to:

- Participate in both internal and external staff development as appropriate.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure.
- Be prepared to operate on a flexible year as required. Members of the team will be expected to work out of normal working hours as required by the job.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.



JOB DESCRIPTION

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 10 Scale, Points 18 - 21: £18,696.00 to £20,835.00 per annum (actual).

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and company closures (actual).

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).</i>	✓	
Knowledge and experience in using spreadsheets and databases.	✓	
Significant relevant and recent experience in an administrative environment.	✓	
Full driving licence and access to own transport, if assigned to another College site.	✓	
Highly motivated.	✓	
Excellent planning skills.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to use own initiative to provide proactive support.	✓	
Excellent IT skills.	✓	
Experience working within educational administration (School, Further Education or Private Training Provider)		✓