



JOB DESCRIPTION

POST TITLE: ADMINISTRATOR – QUALITY (60%)
POST NO: WREQ2732
GRADE: HAY 10 SCALE

JOB PURPOSE

As Administrator, you will join the Quality and Learning Team of Weston College to provide a comprehensive administrative support service that is flexible and responsive to the needs of the department, learners and curriculum staff within Weston College.

KEY TASKS / DUTIES

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

- Maintaining appointment diaries, arranging meetings, and undertaking general clerical duties for the team, whilst implementing college office procedures and processes.
- Providing clerical support to the teacher training team including timetabling classes and ensuring that all achievements are claimed.
- Undertaking filing and administering departmental record keeping, including raising purchase orders and reconciling invoices for the Department.
- Receiving telephone calls and visitors, as well as answering general enquiries relating to the Department and the teacher training courses it offers.
- Liaising with personnel in other departments and / or external organisations to obtain and provide information to arrange staff training.
- Work with external stakeholders to co-ordinate projects and act as the central point for all communication and management of booking systems.
- Supporting the teaching, learning, and assessment managers with various tasks including organising training, events, and inset days.
- Recording departmental absence and leave on the College's personnel database.



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- Liaising with HR to ensure that micro-teaches across the College are staffed by a Quality and Learning Team member.
- Meeting the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety policies.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking other duties as are required, commensurate with the grade of post.

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.

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 10 Scale, Points 18-21: £11,161.80 to £12,439.20 per annum (actual).

HOURS

Hours of attendance: Part-time, 22 hours per week.

Annual leave: 168.9 hours per annum, inclusive of statutory bank holidays and college 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 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.</i>	✓	
Knowledge and experience in using spreadsheets and databases.	✓	
Significant relevant and recent experience in an administrative environment.	✓	
Highly motivated.	✓	
Excellent planning skills.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent IT skills.	✓	
Full driving licence and access to own transport, if assigned to another College site.	✓	