JOB DESCRIPTION

POST TITLE: ADMINISTRATOR – SERVICE SECTORS (MATERNITY COVER)

POST NUMBER: WREQ2721

GRADE: HAY 10 SCALE

JOB PURPOSE

The appointee will join the administrative support team of Weston College as an Administrator and will be assigned to duties within the College. The line manager for the area to which you are assigned will provide general supervision. You will provide comprehensive secretarial/administrative support to the line manager and/or the Department/Faculty to which you have been assigned. The College will from time to time review its secretarial/administration needs and may require you to provide these services in another Department/Faculty at another College location, in the short or long term.

KEY DUTIES AND RESPONSIBILITIES

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

- To undertake general clerical duties and implement College office procedures and processes.

- To undertake filing and administer departmental record keeping.

- To use a computer to input data onto spreadsheets or databases including the setting up of simple spreadsheets or databases. Word process memos, letters, reports and other communications. Draft replies to general enquiries.

- Ensure that all post is distributed to appropriate personnel in the Department/Faculty and action routine responses from own initiative.

- Receiving telephone calls and visitors, as well as answering general enquiries relating to the Department.

- To maintain appointment diaries and arrange meetings.

- To liaise with personnel in other departments or external organisations to obtain and provide information.

- To record Departmental/Faculty absence and leave on the College's Personnel database.

- Comply with Information Security requirements, in line with Weston College policy.

- Undertake other duties that may be required and are commensurate with the grade of post.

GENERIC DUTIES
The main generic duty and responsibility of the Administrator is to provide administrative and clerical support and implement the key business processes that support the work of the team.

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 and classroom equipment.

CONDITIONS OF SERVICE
The College standard Contract of Service for Support staff applies.

SALARY
Hay 10 Scale, Points 18 - 21: £18,603.00 - £20,732.00 per annum.

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.

Weston 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. *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).*	✔	
Level 2 IT qualification or equivalent.	✔	
Level 2 Secretarial/Administration qualification or equivalent.	✔	
Competent IT user with knowledge and experience in using spreadsheets and databases.	✔	
Relevant and recent experience in an administrative environment.	✔	
Ability to respond positively to changing circumstances and responsibilities.	✔	
Confident communication skills and able to express information and ideas in a manner that is appropriate, concise and accurate.	✔	
Ability to participate with other team members and contribute constructively.	✔	
Ability to work unsupervised when required.	✔	
Highly motivated.	✔	
Full driving licence and access to own transport, if assigned to another College site.		✔