

This job description complements that relating specifically to the post and Conditions of Service as laid down in Sixth Form Colleges Association (SFCA) Support Staff Handbook or any such document which replaces it.

Job Purpose:	To provide administration support to the directorate of Finance & Resources and Senior Leadership Team with specific focus on Health and Safety.
Responsible to:	Head of IT & Estates
Annual Salary:	Scale 5 of Support Staff Salary spine (Points 11-14)
Hours of Work:	37 hours per week, Term Time only/Full Year
Holidays:	Term time only – College Holidays Full Year - 24 days per year, (29 after 5 Years' service) and 8 bank holidays
Pension:	Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period

Key Responsibilities:

Estates

- To provide administrative support to the Estates department. In particular ensuring that relevant records and documentation are kept up to date and that Estates issues are promptly logged into the relevant system.
- To ensure orders and invoices are processed promptly, keeping records as required.
- To manage and facilitate College educational trip documentation and be responsible for the administration of trip phones and other trip related equipment.
- Advise trip leaders on health and safety requirements and documentation.
- To work closely and liaise with the Finance team to ensure College systems work smoothly and are effective.
- To manage and administer the College's external bookings, including ensuring hires have adequate safeguarding procedures and insurance where necessary. Also triggering the production of invoices, dealing with customer enquiries and credit control.
- To manage and administer the minibus and First Aid training schemes.
- To maintain administrative systems relating to Health and Safety, First Aid and Accidents, equipment and maintenance.
- To provide administration support to the College's Health and Safety committee including minute taking at meetings.
- To carry out any additional roles as reasonably requested and within your capabilities.

IT Services

- To ensure orders and invoices are processed promptly, keeping records as required.
- To provide administrative support to the IT Services department. In particular ensuring that relevant records and documentation are kept up to date.
- To assist with Data protection Subject Access Requests on an ad-hoc basis
- To cover reception duties in times of staff absence.

Senior Leadership Team

- Provide administration support to the senior leadership when required
- Organising the hosting of meetings with outside visitors, for example arranging rooms, hospitality and communications.
- Provide administrative support for projects as required, including arranging meetings, collating information for data returns and ensuring returns are submitted to deadlines.
- Assist with preparing documentation for Corporation use.

GENERAL

- To be responsible for Health and Safety within areas of own responsibility
- To contribute to the college responsibility for safeguarding and promoting the welfare of young people
- To observe the college's commitment to equal opportunities
- To take part in the College Performance review and Development Scheme (PRD)
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> • A Levels, or equivalent 	<ul style="list-style-type: none"> • Level 3 Diploma in Business Administration
Relevant Experience	<ul style="list-style-type: none"> • Familiarity with administrative duties 	
Skills/ Aptitudes	<ul style="list-style-type: none"> • To possess the personal and social skills to work effectively as a member of a team. • Experience in the use of Microsoft Office applications, including Outlook • To be able to work on own initiative within pre-set guidelines. • Good organisational skills and the ability to prioritise workload • To have good interpersonal skills and the ability to communicate at all levels. • To have a strong attention to detail • Ability to work flexibly as part of a team 	<ul style="list-style-type: none"> • Experience/knowledge of working in an educational environment, • Experience/knowledge of educational software packages
Other Requirements	<ul style="list-style-type: none"> • Interest in educational needs of students • A commitment to deliver excellent standards of service for young people • Flexible approach to working hours • Enthusiasm and motivation • Willingness to undergo an enhanced DBS check. • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people 	

Last reviewed	Jason Dear
Reviewed by	December 2021