

Administrative Assistant

Team: English, Maths GCSE & ESOL

Reports to: Teaching & Learning Manager

Location: Chichester

Job Purpose

- To undertake a range of administrative duties to support the work of the English, Maths GCSE and ESOL team and the delivery of cross college initiatives.
- To provide administrative support to the Head of Learning, Teaching & Learning Manager and Directorate Management team.

Key Responsibilities

- To provide an efficient and effective administrative service for the English, Maths GCSE and ESOL team, dealing with enquiries from staff, students and key stakeholders.
- To provide effective support services to staff and students within the area, maintaining excellent customer service at all times.
- To update and maintain diaries and calendars, databases, records and reports.
- To liaise with staff and external organisations, as appropriate.
- To prepare documentation and correspondence to support the core business and administration of the area and ensure that information is sent out in a timely manner.
- To provide effective administrative support for the successful implementation of curriculum and cross College initiatives, including online student record systems, curriculum and budget planning and delivery of the College Skills strategy.
- To provide support when necessary to ensure that area and cross College events, such as Information Days, run smoothly.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Working within an administrative role	Essential	Application Form/ Interview
Working within a customer focused environment	Essential	
Working in a Further Education or educational establishment	Desirable	
Knowledge		
Advanced knowledge of Microsoft Office applications, including Word, Excel and Outlook	Essential	Application Form/ Interview/ Assessment
Day to day office procedures	Desirable	
Equality Act 2010	Desirable	
Safeguarding young people and vulnerable adults	Desirable	
Health & safety legislation	Desirable	
Qualifications		
GCSE (or equivalent) in English and Maths at grade C/4 or above	Essential	Application Form/ Certificates/ BKSB
NVQ level 2 (or equivalent) in administration or IT	Desirable	
Skills and Abilities		
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	Application Form/ Interview/ Assessment
Ability to communicate with a diverse range of people at all levels, verbally and in writing	Essential	
IT and keyboard skills	Essential	
Attention to detail	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to establish and maintain effective administrative processes	Essential	
Customer service skills	Essential	
Attributes		
Flexible and proactive approach	Essential	Interview
An aptitude for handling large amounts of data and paperwork	Essential	
Commitment to confidentiality	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 37

Working weeks per year: 52

Salary range: £26,305 - £26,402 per annum

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 25 days per annum, rising to 28 days with each complete year of service as of 31 December, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.