

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: FACULTY ADMINISTRATOR

RESPONSIBLE TO: Faculty Director

RESPONSIBLE FOR:-

Main purpose of post:

To provide an efficient and effective administrative service for the Faculty.

Responsibilities:

1. To undertake word processing for relevant Managers, teaching staff and appropriate central services.
2. To provide general administrative assistance to the Faculty as required including filing, photocopying, updating records, preparing statistical information, taking minutes.
3. To assist with the updating, recording and dispatching of student absence information, progress reporting to parents / employers and absence monitoring.
4. To input and update College DIS systems i.e. Prosolution, ProEngage, timetabling etc.
5. To liaise with external agencies and assist in the preparation of reports and returns for both external and internal purposes as required.
6. To process purchase orders.
7. To deal courteously and efficiently with telephone and personal enquiries and ensure accurate messages are taken as necessary.
8. To assist in the enrolment / registration of learners.
9. To update and maintain filing system.
10. To cover switchboard/reception duties and to record the outgoing post as and when required.
11. To be aware of and abide by the College health and safety procedures and associated policies.
12. To proactively implement the College's policies and procedures.
13. To act as a fire warden for a designated area of the College building in the event of the activation of the fire alarm.
14. To undertake any other relevant duties as may reasonably be requested by the Principal.

This job description will be reviewed annually as part of a process of Performance Review

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date:	Signature:
Issue: 2	Ref: Jobdesc/Administrator Construction Crafts

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PERSONNEL SPECIFICATION

POST: ADMINISTRATOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant administrative experience Experience of dealing with customer enquiries Experience of using excel, mailmerge, word, outlook and database management	Experience of managing records Experience of preparing statistical information Reception experience	Application form
EDUCATION & TRAINING	5 GCSEs (grades A*-C) including English or equivalent	NVQ Level 2 in Business Administration RSA Level 2 Typing or Word Processing (or equivalent)	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent Word processing/ spreadsheet skills Excellent communication skills Excellent organisational skills Good numeracy skills Good IT skills Accuracy and attention to detail Experience of taking and typing notes of meetings	Knowledge of Windows software Knowledge of desk top publishing	Application Form & Interview
ADDITIONAL FACTORS	Flexible approach to work Ability to maintain learner confidentiality Ability to work to deadlines and use own initiative Flexibility to work across all College sites Commitment to providing excellent customer care Commitment to Equality and Inclusion	Driving Licence & Car	Application Form & Interview

	Commitment to Safeguarding of children, young people and vulnerable adults		
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Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.