

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**POST: ADMINISTRATOR**

**RESPONSIBLE TO: Apprenticeship Contracts Manager**

**RESPONSIBLE FOR: -**

#### **Main purpose of post:**

To provide an efficient and effective administrative/reception service across the Faculties and provide reception cover as and when required.

#### **Responsibilities:**

- 1 To undertake word processing for relevant Managers, teaching staff and appropriate central services.
2. To provide general administrative assistance to the Faculties 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 as and when required which will include recording of outgoing post.
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 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](http://www.disclosure.gov.uk)**

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

<b>Date:</b>	<b>Signature:</b>
<b>Issue: 1</b>	<b>Ref: Administrator /Receptionist</b>

## LEEDS COLLEGE OF BUILDING

### PERSONNEL SPECIFICATION

POST: ADMINISTRATOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant administrative and reception experience in a similar role Experience of: <ul style="list-style-type: none"> <li>▪ Producing statistical information</li> <li>▪ Managing records</li> <li>▪ Organising meetings</li> <li>▪ Managing a diary booking system</li> <li>▪ Taking minutes of meetings</li> <li>▪ Data inputting</li> </ul>	Experience of working in a similar educational environment	Application form Interview
EDUCATION & TRAINING	5 GCSEs (grades A*-C) or equivalent including English and Maths	NVQ Level 2 in Business Administration RSA Level 2 Typing or Word Processing (or equivalent)	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent organisational skills Excellent Interpersonal & Communication skills Excellent IT skills Excellent data entry skills		Application IT Test Interview
ADDITIONAL FACTORS	Ability to use own initiative Flexible approach to work Flexibility to work across all College sites Commitment to customer care The College is committed to Equality & Diversity, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment	Access to own transport and willingness to work between College sites	Interview

*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 Disability Discrimination 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.*