

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: Administrator for the English Department

RESPONSIBLE TO: Head of English & ESOL

RESPONSIBLE FOR:

Main purpose of post: To provide administrative support to the English Team

Responsibilities:

1. Support the English team in all administrative duties
2. Use the college's data information system to ensure learners' details, timetables and registers are up to date and accurate
3. Assist in the enrolment/registration of learners on college courses and with awarding bodies
4. Process claims for qualifications with awarding bodies and maintain accurate records and files
5. Help coordinate GCSE and Functional Skills exams as requested by the HoD
6. To assist in the preparation of statistical reports and presentations as required for internal and external purposes
7. Work with other admin teams in the college to obtain and exchange relevant information related to students and the English department
8. Preparation and timely sending out of all student communication
9. Assist with the monitoring of student attendance by sending out letters, contacting parents/guardians, texting students etc
10. Be the first point of call for incoming enquiries to the English team i.e. in person, telephone, email, website etc and take action to ensure a timely response e.g. ensure that accurate messages are taken, forwarded and recorded as necessary
11. Co-ordinate arrangements for events, projects/initiatives within the department
12. Collation and preparation of Agendas, Minutes and supporting documents
13. Raise purchase orders and process invoices using the College's online financial system
14. Assist with the budgets/financial reviews for the department
15. Order stationery and materials for the department and maintain financial records
16. Book teaching and meeting rooms as required
17. Book staff development events and travel arrangements as necessary and maintain staff development records
18. Assist with Open Days when requested throughout the year
19. Cover switchboard/reception duties as and when required by the wider college
20. Proactively implement the College's policies and procedures and be an integral member of the English team
21. Act as a fire warden for a designated area of the College building in the event of the activation of the fire alarm

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. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date:	Signature:
Issue No: 3	Ref: Jobdesc/FT Lect

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: Adminstrator for the English Department

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of working in an office environment Well organised and able to prioritise tasks	Previous experience in a similar role	Application form and interview
EDUCATION & TRAINING	GCSE English and Maths (Grade A*-C) or equivalent Level 2 qualification. Business Administration Level 3 (or equivalent qualification) Up to date Continuous Professional Development.	Digital skills/ICT qualifcations	Application form and qualification certificates
SPECIALIST KNOWLEDGE & SKILLS	Proficiency in working with standard office applications such as MS Word, Excel and Outlook Excellent literacy and numeracy skills	Working knowledge of data information systems	Application form and interview Administrative test

ADDITIONAL FACTORS	<p>Excellent organisational and administrative skills</p> <p>Ability to prioritise and multitask</p> <p>Ability to manage own workload</p> <p>Keen eye for detail</p> <p>Ability to meet deadlines</p> <p>Willingness to adapt to changing priorities</p> <p>Ability to relate well with students, other college staff and parents/guardians</p> <p>Proven ability to interact effectively with all members of the college community (students, parents, staff and other stakeholders).</p> <p>Ability to work as an active member of a team.</p>		<p>Application form and interview</p>
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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 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.