

**Title:** Administrative Assistant in English and Maths  
**Responsible to:** Strategic Manager Maths and English  
**Reporting to:** Strategic Manager Maths and English  
**Grade:** 3  
**Contract Status:** Permanent  
**Hours of work:** 37 hours per week  
**Date:** August 2018

**Role Summary:**

- To provide administrative support to the team delivering English, maths and ICT to study programme and adult students and apprentices so as to maximise achievement and continuous improvement.

**Main duties**

- To assist the interview and assessment process for adult English and maths students, including supporting applicants through the process, supporting the interviewer and collating and updating outcomes.
- To liaise with the team to maintain the accuracy of study programme student enrolments, including checking student initial and diagnostic assessments are completed in a timely manner.
- To liaise with the team to maintain the accuracy of student tracking, including creating tracking records, recording progress and summative results, and collating information for ARAQ reviews throughout the year.
- To liaise with the team to monitor the assessment, recording and use of student access arrangements.
- To liaise with the team to book exams for study programme students and apprentices with the Student Records department and communicate arrangements with staff and students as necessary.
- To liaise with the Attendance Officers to maximise attendance and punctuality of study programme students in classes.

- To assist the Strategic Manager Maths and English in continually developing and promoting new practices, efficient working methods and the best of technology as it develops.
- To carry out other administrative duties as may reasonably be required.

### **Role Context:**

- Work within the context of the Corporation's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with College policy and procedures, particularly with respect to Human Resources policies and procedures, equality and diversity policies and procedures and the Corporation's Health and Safety at Work policies and procedures.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Abide by the Corporation's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Evening and weekend work may be required.
- Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Principal.
- Other supporting information can be found in the College application pack.

### **General:**

- Understand personal responsibility to adhere to relevant College policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
- Present the College in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the College and relevant outside agencies.

- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time

#### NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 17/07/2018. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Administrative Assistant English and maths**

Criteria	Essential	Desirable	How Assessed
<b>Qualifications</b>			
Level 2/GCSE A*-C or 9-4 Maths	✓		Application and Certificate
Level 2/GCSE A*-C or 9-4 English	✓		Application and Certificate
<b>Experience</b>			
Experience of using Office suite and administration	✓		Application and Interview
Experience of a customer facing environment	✓		Application and Interview
Knowledge of Data Protection & Safeguarding issues	✓		Application and Interview
Experience of working with data in an educational environment		✓	Application and Interview
Knowledge of the FE sector, including the provision of English, maths and ICT		✓	Application and Interview
Experience of working with cross college departments within an educational environment		✓	Application and Interview
<b>Skills and Competencies</b>			
Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively	✓		Application and Interview
Ability to work independently and as a team player	✓		Application and Interview
Good organisational skills	✓		Application and Interview
Ability to comprehend and effectively summarise complex information	✓		Application and Interview
<b>Attributes/attitudes</b>			
Self-motivated and committed to high quality		✓	Interview
Outstanding customer service focus		✓	Interview
Flexibility and responsiveness to change		✓	Interview