SAPIENTIA EDUCATION TRUST

WYMONDHAM COLLEGE JOB DESCRIPTION

ADMINISTRATION OFFICER – MATERNITY COVER

FIXED TERM UNTIL AUGUST 2023

FULL-TIME, 37 HOURS PER WEEK

Line Manager:	Administration Manager
Salary:	Points 5-11 of the SET Support Staff Salary Scale £19,650 - £22,129 per annum
Residential Status:	Non Resident

THE POST
The post of Administration Officer at Wymondham College forms part of the high profile Administration Services Team who support the teaching and learning provision across the Campus. The person appointed will provide administration and secretarial support to Senior Leadership and carry out routine, statutory, and responsive tasks reporting to the Administration Manager, Campus Services. They will form part of the single point of contact team for students, staff, parents, carers and visitors ensuring we deliver a first class service.

Wymondham College is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Administration Officer are:

- Excellent communication and interpersonal skills;
- Excellent attention to detail;

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- The ability to work flexibly and embrace change;
- Excellent analytical skills, with the ability to provide solutions;
- The ability to produce positive outcomes from difficult circumstances;
- Have the inter-personal skills to influence and negotiate in discussion;
- Be flexible in carrying out daily, weekly, monthly workloads;
- Have strong time management, planning and organisational skills;
- Have the ability to maintain confidentiality at all times, and use tact, diplomacy and empathy where necessary;
- Have the motivation to drive and to always add value;
- Be committed to providing the best possible service to the staff, governors, students and parents.

The qualifications and previous experience required for an Administration Officer are:

- A good level of literacy and numeracy;
- NVQ Level 3 or equivalent in administration;
- Have good knowledge of Microsoft Office Applications, especially Word, Excel and Outlook; The post holder will be required to extract data from the student database and have the ability to carry out mail merge functions.
- Experience in education would be desirable.

JOB SPECIFICATION

General Responsibilities

The Administration Officer will provide a full administration and secretarial service to the Senior Leadership Team and the academic departments.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Support the Attendance Officer with absence reporting, recording absences, communicating with boarding houses and parents;
- To provide Reception cover where necessary and during the College holiday periods to maintain continuity of business
- Use the College MIS systems

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- Maintain student records
- Process archiving
- Prepare letters, reports, templates and produce appropriate management information
- Use the College online finance system to process payments, add trips and products monitor payments
- Process the sale of print credits to students
- Assisting with the lettings process during holiday periods, liaising with the Campus Services team;
- Assist with the induction event for new staff;
- Offer administrative assistance when needed to the Cover Supervisor;
- Provide secretarial support to members of SLT as required, including drafting and preparing letters, presentations and spreadsheets;
- To undertake any other reasonable tasks as directed by the Administration Manager

HOURS OF WORK

Paid Weeks per year	52
Hours per week	37
Normal Working Pattern	Mon – Thu 0800-1600hrs Fri 0800-1530hrs
Unpaid Breaks	30 minutes lunch break
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager.
CPD Days	College CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.
Overtime	This post does not attract overtime payments.

REMUNERATION

Salary Details:
- Points 5-11 of the SET Support Staff Salary Scale
- £19,650 - £22,129 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire / workwear appropriate to the role and protective clothing will be provided by Wymondham College where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.