
YEOVIL COLLEGE - JOB DESCRIPTION

Job Title:	Business Support and Compliance Administrator
Responsible to:	Senior Executive Support Officer
Department:	SLT Support
Hours:	28 hours per week, all year round - Based on site Working pattern: Monday, Tuesday, Wednesday, Thursday Hours per day to be confirmed
Salary:	Actual: £18,697 [YC5.1 £24,707 FTE]
Date of Issue:	July 2026

Job Purpose:

To provide high-quality, flexible administrative support across IT Services, Health & Safety and Exec Support, contributing to the effective coordination, monitoring and delivery of operational and compliance activity across the College. The role supports both planned business-as-usual responsibilities and reactive priorities, ensuring that systems, processes and tasks are delivered consistently and effectively under the direction of the Senior Project and Executive Support Officer.

Key Roles & Accountabilities

IT Services Administration and Support

- Provide administrative support to the IT Services team.
- Support the monitoring of budgets and expenditure, maintaining accurate financial records.
- Assist with procurement processes including ordering, supplier liaison and invoice tracking.
- Maintain IT documentation, asset registers and records, ensuring accuracy and accessibility.
- Document, produce and distribute accurate minutes and action summaries.
- Monitoring renewal dates for software and warranties.
- Assist with audits, inspections and monthly reporting processes.
- Coordinate and record all contractor and visitor site access liaising with Estates.

IT Helpdesk Support

- Provide first-line administrative support to the IT helpdesk, ensuring requests are logged and tracked.
- Act as a liaison between IT Services and wider College teams, ensuring clear concise communication.

- Support the improvement of helpdesk processes and tracking systems.
- Health and Safety Administration.
- Maintain Health and Safety records including risk assessments, incident logs and compliance records.
- Support the coordination of Health and Safety activity across the College.
- Undertake first-line monitoring and chasing of actions, escalating where required.
- Assist with audits, inspections and monthly reporting processes.

Compliance and Data Support

- Provide administrative support to compliance processes, including documentation tracking.
- Ensure data is handled securely and in accordance with data protection requirements.
- Support GDPR process including triage incident reports and respond to near misses and low risk non reportable breaches and DSAR activity through data collation, preparation and redaction support.
- Maintain accurate and organised, compliance records.

Agile and Cross-College Working

- Work flexibly across IT Services, H&S and Principalship environments.
- Support ad hoc and emerging priorities as directed.
- Contribute to a shared administrative support model across the College.

Adapt to changing demands and priorities.

Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

In addition to complying with the Health and Safety at Work Act 1974 and associated regulations, the post holder supports health and safety compliance across the College by acting as a Health and Safety Coordinator for the team.

This includes:

- Overseeing and supporting health and safety management, ensuring compliance with relevant policies and procedures, and promoting a safe working environment for staff.
- Act as the central point of contact for H&S matters within your department including support with risk assessments and incident reporting.
- Liaise with department managers and H&S officer to ensure H&S policies are implemented effectively.
- Monitor safety in accordance with the H&S policy.
- Support your department with guidance on H&S procedures.
- Assist the H&S in developing and promoting practical safety measures to improve overall standards.

- Attend the Health & Safety Co-ordinator meetings.
- This role works alongside H&S leads, managers, and other staff to ensure all coordination activities meet organisational health and safety standards.

The post holder must promote a culture of safety, accountability and good governance across the College.

Equality and Diversity

The College is committed to a policy of equal opportunities, and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex or marital status, disability, age, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. The College is committed to preventing discrimination against lesbians and gay men. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted, and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people, and vulnerable adults from harm, whatever their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

YEOVIL COLLEGE

PERSON SPECIFICATION – Business Support and Compliance Administrator

	Essential	Desirable
Previous Experience	• Demonstrable experience of providing high-level administrative or executive support in a complex organisation • Able to demonstrate a record of excellent organisational and prioritisation skills with the ability to manage multiple competing demands • Ability to coordinate work across teams and maintain oversight of multiple workstreams • Able to demonstrate exceptional problem-solving skills. • Able to demonstrate effective use in a range of digital / tech skills. • Able to demonstrate being calm under pressure and strong negotiating skills.	• Experience in an educational environment would be advantageous. • Administrative experience of working for a Senior Manager. • Experience as a Personal Assistant. • Experience of project or programme coordination • Understanding of compliance and governance processes • Experience of supervising or supporting the work of others • Experience of working within a further education or public sector environment • Experience of supporting capital projects or complex initiatives
Qualifications	• English and mathematics (level 4 or above)– Level 2.	• Good general admin/business education to Level 3 or equivalent substantial experience.
Special Skills/ Aptitudes	• Excellent Microsoft Office Suite skills including Word ,Outlook, Teams and OneNote skills and experience including excel formulae. • A strong awareness of the importance of first-class internal and external customer care • An ability to create and contribute to effective teamwork • Excellent IT skills • Willingness to constantly update IT skills • Organised, solutions-focused and accurate approach to work. • Able to respond to and effectively cope with peaks in workload. • Ability to follow up with colleagues to ensure deadlines are met.	

	• Able to work with a minimum of supervision. • Focus on and anticipate the needs of the Senior Leader. • Resilience and confidence to operate in a fast-paced and changing environment • Emotional Intelligence.	
Personal Attributes	• Excellent interpersonal skills, shown through your ability to communicate clearly with all stakeholders. • Always have a high level of integrity and respect confidentiality. • Ability to prioritise and take initiative. • Able to work accurately under pressure. • Willingness to take responsibility and work with minimum of supervision. • Flexible approach to workload. • Must have a can-do attitude to work.	• Speed and decisiveness • Networker • Analytical skills
General Situation	• Flexibility with working hours and approaches.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf