

Job Description

TITLE: Administrator CTEC

GRADE: Scale 5

REPORTS TO: Commercial Manager

HOURS: 35 hours week

Purpose of the Role

To provide high quality administrative and project support to the Construction Technical Excellence College (CTEC), Apprenticeships, Business Development and Commercial Directorates, ensuring efficient coordination, administration and delivery. The postholder will act as a key point of contact for internal and external stakeholders, maintaining effective records, supporting project governance processes, coordinating meetings and events, and contributing to the successful delivery of project objectives and reporting requirements.

Key Responsibilities:

Project Administration & Coordination

- Provide comprehensive administrative support for the CTEC project, ensuring the smooth delivery of activities and project objectives.
- Coordinate project meetings, stakeholder events, workshops and engagement activities.
- Prepare agendas, reports, presentations and project documentation.
- Take minutes, maintain action logs and monitor progress against project milestones.
- Maintain accurate project records, databases, filing systems and management information.
- Support the collection, analysis and reporting of project performance data and KPIs.
- Assist with the preparation of funding reports, business cases, bids and governance documentation.
- Support procurement, purchasing and project expenditure monitoring in line with College procedures.

- Capture spend against budget, ensuring the programme stays within budget and on time.

Directorate Support & Stakeholder Engagement

- Provide high quality administrative support to the Group Director CTEC.
- Act as a key point of contact for internal and external stakeholders.
- Manage correspondence, telephone enquiries and email communications.
- Build and maintain effective working relationships with employers, training partners, funding bodies and other stakeholders.
- Support the organisation and delivery of meetings, events and communications activities.
- Ensure compliance with data protection, confidentiality and information governance requirements.
- Contribute to the continuous improvement of administrative systems and working practices.
- Support collation and presentation of management information relating to apprenticeships, employers, business development and occupational activity.
- Assist with preparation and formatting of reports, presentations, correspondence and other documents.
- Maintain accurate and up to date electronic and paper records in accordance with College requirements.
- Enter, retrieve and collate information using college systems, databases and Microsoft Office applications.
- Contribute to the review and continuous improvement of administrative systems, templates and working practices.
- Support clear and consistent communication across CTEC and Apprenticeships and Business Development Directorate.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, excluding GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional

Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff.
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

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

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification

Qualifications and Experience

- GCSE English and Mathematics (or equivalent) at Grade C / 4 or above.
- Business Administration qualification or equivalent experience.
- Evidence of continuing professional development.

Person Specification

- Experience of providing high-level administrative support to senior managers.
- Experience of organising meetings, preparing agendas and taking accurate minutes.
- Experience of maintaining accurate records and filing systems.
- Experience of working in a busy administrative environment with competing priorities.
- Experience of liaising with a wide range of internal and external stakeholders.
- Experience of supporting projects, programmes or funded initiatives.
- Experience of working within education, public sector or government-funded programmes.
- Experience of producing reports and management information.

Person Specification

- Excellent organisational and time management skills.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Strong IT skills, including Microsoft Office applications, particularly Word, Excel, Outlook and PowerPoint.
- Ability to prioritise work independently and meet deadlines.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Professional and customer-focused approach.
- Ability to build productive working relationships with stakeholders at all levels.
- Flexible, proactive and solutions-focused approach to work.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.

- Upholds inclusive values by supporting **stakeholders** from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.