

### **Job Description**

**Group Administrator – Executive**

Title of Post: Group Administrator – Executive – 2 full time posts

(1 post based at Uxbridge, 1 post based at Richmond)

Section: Executive Office

Reporting to: Chief of Staff

Grade: Scale 6

Hours: 36 hours per week, 52 weeks per year

Location: Uxbridge or Richmond

## MAIN SCOPE OF POST

To provide comprehensive administrative and secretarial support to the Executive team, effectively supporting the delivery of services to senior staff and students.

To provide administrative and secretarial support to the Executive team members.

**DUTIES:**

1. To maintain a calendar of engagements for members of the Executive team, making appointments where necessary, including with external organisations.
2. To produce correspondence and confidential material as required by Executive members, including letters, emails, reports, spreadsheets, presentations, and other items as required.
3. To support, where required and approved, organise both one off and regular cross-College and external events as required. e.g. Work week/Careers events.
4. To work as required on College Open Days and other events.
5. To arrange meetings, produce agendas, reserve rooms and order refreshments for such meetings.
6. To take minutes/notes of meetings and circulate information to parties concerned.
7. To keep and maintain confidential records relating to Executive, Governance and Safeguarding.
8. To receive incoming telephone calls, both internal and external, on behalf of the Executive members, and ensure all calls are handled efficiently and effectively.
9. To make stationery and equipment orders for the Executive team, check and process invoices and maintain budget records.
10. To prepare papers for the Governing Body.
11. To record staff leave, sickness and absence.
12. To provide administrative support to other areas of as required.
13. To support Executive team members where required.

**Safeguarding Children and Vulnerable adults**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

**GENERAL**

* Be aware of, and comply with, legislations/competence standards relevant to the work of the Executive team.
* Understand and comply with all college policies, including the Policy to promote Equality of Opportunity
* Be conversant with Health and Safety and Safeguarding requirements
* Participate in the Staff Learning and Development, Review and Appraisal Scheme.
* Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other.
* To carry out all other duties as may be reasonably required.

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| **Further Education is an every changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Group Administrator - Executive**

#### Person Specification

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|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Good general level of education (to GCSE level or equivalent including Maths and English at Grade C or equivalent) | **ü** |  | AF/Cert |
| Knowledge, Skills and Experience |  |  |  |
| At least 2 years’ experience as an Administrator or PA in a fast-paced, customer focused environment | **ü** |  | AF/IV |
| Excellent organisational and time management skills | **ü** |  | AF/IV |
| Ability to prioritise a busy and complex workload effectively | **ü** |  | AF/IV |
| Ability to meet targets and deadlines | **ü** |  | AF/IV |
| Ability to build and maintain excellent working relationships with internal colleagues and external stakeholders | **ü** |  | AF/IV |
| Good IT skills, including working knowledge of Microsoft Office software including Teams and Outlook, and experience with systems/databases | **ü** |  | AF/IV |
| Ability to maintain accurate records | **ü** |  | AF/IV |
| Excellent written communication skills | **ü** |  | AF/IV |
| Ability to communicate effectively and professionally with others, in person and over the telephone | **ü** |  | AF/IV |
| Excellent customer service skills | **ü** |  | AF/IV |
| Excellent attention to detail | **ü** |  | AF/IV |
| Experience of taking minutes of meetings | **ü** |  | AF/IV |
| Understanding of the importance of confidentiality | **ü** |  | AF/IV |
| Understanding of the importance of Equality and Diversity and Safeguarding in education | **ü** |  | AF/IV |
| Good literacy and numeracy skills | **ü** |  | AF/IV |
| Personal Attributes |  |  |  |
| Ability to communicate effectively with people at all levels in an organisation | **ü** |  | AF/IV |
| Ability to work under pressure in a fast-paced working environment | **ü** |  | AF/IV |
| Ability to work unsupervised and use own initiative | **ü** |  | AF/IV |
| Ability and willingness to work at other College campuses (Uxbridge, Harrow, Hayes and Richmond) if/when required | **ü** |  | AF/IV |
| Willingness to work flexibly when required | **ü** |  | AF/IV |
| Competencies *Support staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising  Working Together ; Customer Services  Adaptability/Flexibility | **ü** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test)

Cert = Certificates checked at interview/induction