BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title:** Administrative Assistant

**College/ Department:** 14-16 Direct Entry

**Reporting to:** Programme Manager

**Grade** Scale 3

**Summary of the Post**

To provide MIS, administration, financial and clerical support to the department, helping to ensure accuracy of data to support decision making and facilitate compliance to College processes and procedures. To provide a professional and welcoming front of house service.

**Main Duties**

**MIS**

* Process departmental enrolments, withdrawals and transfers in line with college and funding policy.
* Provide MIS statistical information and reports as required
* Monitor the accurate and timely completion of registers
* Prepare, distribute and monitor student badges
* Process progression/destination data
* To assist in the administration of learner attendance tracking
* To liaise with teaching staff to enable the accurate and timely collection, recording and reporting of learner related information
* To support the timetabling function from an MIS perspective
* To prepare for and support quality audits

**Finance**

* Provide administration and support services to ensure the maintenance of financial procedures in respect of cash handling, petty cash, trips and visits
* Support the Programme Manager with inputting of orders onto the College’s finance system ensuring compliance with the financial regulations.

**Administration**

* Provide a high quality administrative service to the department in order to meet their requirements
* Provide an enquiry service for the department as first point of contact
* Develop and maintain accurate and accessible storage systems
* Sort and distribute post to appropriate members of staff on a daily basis
* Assist in the planning and delivery of Open Days and other departmental events
* Support department managers/staff in day-to-day duties
* Welcome visitors to the campus, including learners and parents
* Any other duties commensurate with the grade as appropriate

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices
* Show a commitment to ensuring that children and young people learn in a safe environment
* Participate in relevant and appropriate training and development as required
* These duties may be amended from time to time by the line manager in consultation with the post holder.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 - Administrative Assistant**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Relevant Training | Relevant level 3 qualification  GCSE passes at Grade C or above in Maths and English (or equivalent Level 2 qualifications) | NVQ Business Administration or equivalent  Qualification in Microsoft Office Applications (e.g. ECDL,)  A current first aid qualification | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | Experience of working in a customer facing role, dealing with enquiries and visitors  Substantial experience of working in an administrative role  Experience of working with data and reports | Experience of working within an educational environment  Experience of cash handling and banking  Awareness of data protection and safeguarding | Application Form  Interview  Performance of task/test  References |
| **Skills and Knowledge**  Ability to follow instruction | Proficient in Windows based software including Word/Excel and Outlook  Ability to deal with difficult front line situations tactfully and effectively  Ability to deal with routine and unexpected situations  Efficient and professional telephone manner | Knowledge of Management Information Systems  Evidence of regular continual professional development | Application Form  Interview  Performance of task/test  References |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | Excellent communication skills  Confident in dealing with internal/external customer queries  Ability to prioritise work and complete work to deadlines  Ability to work as a team member, and use own initiative  Ability to learn new processes and software |  | Application Form  Interview  Performance of task/test  References |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adult | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References  DBS Certificate |