



JOB REF NO:

JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Administrative Support Assistant (Part Time – 0.6)
REPORTING TO:	Assistant Principal, Finsbury Park Campus
Salary:	Grade 2, Point 22 (£14,960.40)

B. PURPOSE OF THE JOB

To assist in the day-to-day efficient operation of the campus. To obtain, check and process information, service meetings, and act as the first point of contact. To determine work priorities without direct supervision and to use tact and discretion in dealing with a variety of people face-to-face, by telephone and in writing. To assist other senior members of the Campus staff, and help with the general duties of the Campus.

C. MAIN DUTIES AND RESPONSIBILITIES

- To provide assistance and administrative support to the Assistant Principal and Campus SMT.
- To provide an efficient and effective customer focused service.
- Proficient in the use of MS Office: Outlook, Excel and Word
- Setting up and maintaining databases
- Using and maintaining 'in house' electronic systems
- Drafting letters, memos, reports and curriculum related materials
- Taking minutes for meetings
- Maintaining manual and or electronic filing systems
- Photocopying and distributing documents
- Ordering materials, stationery and resources required by AP, HoSs, CLs and lecturers
- Using college systems to organise payment to agency staff and liaise with college agencies
- Supporting the recruitment/enrolment process in liaison with admissions and curriculum staff

- Supporting exam arrangements in liaison with the exams department and curriculum staff
- Dealing with highly confidential and organisationally sensitive information.
- To ensure that all work and activities are progressed to meet deadlines. Operate a bring forward system to facilitate information being prepared in advance for meetings
- To welcome visitors to the Campus, ensuring that security/reception are notified in advance of these visits, including organising or making refreshments.
- To carry out general administrative duties, such as filing, photocopying, raising purchase orders and processing expenses Including creating and maintaining files structures

D. EXPECTATIONS OF THE POST HOLDER

- In carrying out these duties, the post holder is expected to ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to the post, in keeping with the College's quality assurance procedures and systems.
- Be committed to professional self-development, through participation in in-service and external training as necessary for the successful carrying out of the job.
- Ensure that the College policy for Equality of Opportunity is adhered to and promoted in all aspects of the post holder's work.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- Abide by the College's data protection policy and participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or other locations across the Group.
- Trustworthy and reliable with a high level of discretion.
- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary



- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Important:

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of our **Business Support Competency** from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

Qualifications and Experience

1. Level 3 Qualifications or above including GCSE English and Maths (A-C) or equivalent
2. Experience in an PA role carrying out a range of administrative support duties and working with Senior Management
3. Recent ICT skills: Microsoft Office: Outlook (email and diary), Excel, Power Point, Word and the internet.
4. Experience of organising meetings and keeping to deadlines.
5. Experience of working independently as well as within a team

Knowledge and Understanding

1. Good working knowledge of the use of all office equipment e.g. photocopiers, fax machines, scanners, printers
2. Knowledge of bring forward systems
3. Knowledge and understanding of paper and electronic filing systems
4. An understanding of the importance of customer care and high quality service delivery



Skills and Abilities

1. High level of discretion and interpersonal skills, ability to act diplomatically and with discretion
2. Excellent organisational and planning skills with attention to detail
3. Ability to take minutes
4. Ability to set own priorities, work effectively under pressure and meet deadlines and manage multiple priorities
5. Ability to conduct low level research and draft short summaries or reports
6. Ability to promote the College's Equality of Opportunity policy in all aspects of the work of the post
7. A firm commitment to customer care and high quality service delivery
8. Ability to work effectively as part of a team

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure



The WKCIC Group is the operating name of Westminster Kingsway College and City and Islington College.