

Capital City College Group
Job Description and Person Specification

Post:	Hospitality Apprenticeships and Adults Administrative Assistant
Reporting to:	Sharon Barry – Head of School
Hours:	5 days a week - 35 hours
Salary	£24,934

Job Purpose

To work within the Hospitality Apprenticeships and Adults team, providing a high quality and effective administration and support service for the learners, employers and staff.

MAIN DUTIES AND RESPONSIBILITIES

1. Provide the full range of administration support to the curriculum team, this includes the processing of letters, memos, reports, data, spreadsheets, enrolment, preparing induction and interview information and other documentation as required. You will also put in place, maintain or update the manual and computerised filing and record keeping systems, along with coordinating the photocopying and distribution of documentation as required.
2. Deal with telephone, face to face and email queries from students, staff and external individuals on behalf of the curriculum management who you support, by taking messages and responding to them or referring them on as appropriate.
3. Support curriculum management at various meetings, which may include student disciplinarys by booking rooms, preparing documents, agendas and taking minutes as required.
4. Coordinate the booking of learner interviews, processing applications and updating of college systems.
5. Organise and maintain relevant College systems, including the student records system, the timetabling system, and the student register system – including supporting others in the use of these systems.
6. Effectively communicate with staff, students, parents and external contacts – ensuring that good working relationships are developed and maintained with other College departments.
7. Undertake research and/ or projects as requested, which may include obtaining and checking information, obtaining and manipulating statistical data, collating and preparing information for inspection.

8. Monitor stock levels of stationery supplies and order as appropriate.
9. Support the monitoring, upload and allocation of National Apprenticeship Service vacancies.
10. Carry out other duties, as requested, this may include activities relating to course promotion, the enrolment of students, graduation, conducting interviews, supporting open days, welcoming EPAs, invigilation etc.

THE POST HOLDER WILL ALSO BE EXPECTED TO

- 1 demonstrate model behaviors that, at all times, are consistent with an open, inclusive and participative style.
- 2 be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
- 3 demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College.
- 4 abide by the College's data protection policy.
- 5 participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety.
- 6 carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people.
- 7 work within the College values. Excellent organisation, writing and administrative skills.
- 8 Able to work independently and have good time management skills
- 9 Working knowledge of Word, Excel and PowerPoint

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

SPECIAL CONDITIONS

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

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.