



JOB DESCRIPTION

Post:	Administrative Assistant - Admissions
Responsible to:	Admissions Officer/Administration Manager
Salary:	£18,278 per annum Scale 1 (Point 14) Full Time, Fixed Term until December 2022
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	The prime responsibility of the role is to assist in all administrative duties associated with the on-line Admissions System, to cover the College switchboard and to have a working knowledge of Transport Procedure and Reception Duties.
Specific Duties:	<p>The role requires a very flexible approach to workload and the ability to move to support all Admin/Transport and Admissions functions as the need arises.</p> <p>Covering Main Reception, College switchboard and Enquiries, and to offer a first-class customer service experience and a cheerful and supportive service to both students, staff members and the public. This could be face to face, over the telephone and in all written communications.</p> <p>To assist all areas of the College with tasks such as bulk mailing, data entry, filing, photocopying, receipting payments and associated cash handling (To Include support to Transport and Parking payments as required), and other various administrative duties.</p> <p>To accurately input admissions data into the College's data system. The staff member must be flexible when changes in the new computer system for admissions and or staffing levels require a change in focus for the role.</p> <p>To review and confirm links to students in the 'sorting hat' On-line Application Process and to contact students via telephone to assist with their application if required.</p>



To check, update and transfer as appropriate student interview e-files to interviewing staff and info leaflets to students in a timely manner.

To maintain office records and files as necessary to audit standards.

Dealing with queries from staff, students, and external bodies

To work with the Admissions Officer and Deputy Admissions Officer to ensure works are carried out that ensure student interviews, induction days, Open Events run smoothly and are staffed appropriately.



General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION ADMINISTRATION ASSISTANT - ADMISSIONS

Ideally, the person appointed will have the following skills and experience:

- Experience of data entry and administrative work (Ideally word processing skills to OCR Level III Text Processing).
- Excellent accuracy levels, and be confident using spreadsheets and in-house data systems.
- European Computer Driving Licence, or equivalent.
- Excellent inter-personal skills.
- Some financial experience ie cash handling, reconciliation and a basic financial understanding.
- A willingness and flexibility to learn and then operate new procedures effectively.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.