



JOB DESCRIPTION



Post:	Administration Assistant
Responsible to:	Student Services Team Leader
Salary:	£18,278 – £18,618 pro rata Scale 2 (Pts 14 - 16) Full Time, Term Time Only (38 Weeks)
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	<p>To provide a professional, cheerful and responsive service to all visitors to Student Services and to signpost students to the relevant support.</p> <p>To support the Student Services Events Assistant in maintaining relevant welfare resources within the College.</p>
Specific Duties:	<p>To ensure the front desk on Student Services is covered between the hours of 8.30 am – 4.30 pm, Monday – Friday.</p> <p>To oversee workshop bookings and room bookings.</p> <p>To receive visitors to Student Services and deal with initial enquiries from members of the public, students and staff.</p> <p>To ensure students check-in for the relevant service and to collect the daily usage statistics.</p> <p>To support the Student Services Events Assistant in the marketing and promotion of Student Services activities.</p> <p>To perform various duties associated with the College's administrative functions. These may include filing, photocopying, student enrolment, receipting payments, associated cash handling and collating data on service usage.</p> <p>To be responsible for the appearance of the Student Services Entrance Foyer/Reception area.</p> <p>To prepare and keep updated records and create reports.</p> <p>To update SharePoint as and when required.</p> <p>To support the work of the Student Services Team as necessary.</p>

General Requirement: 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 – STUDENT SERVICES

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

- Proven experience as a receptionist and/or administrator
- Excellent administration skills
- Excellent knowledge of Microsoft applications including Word, Excel and Outlook
- Outstanding verbal and written communication skills
- Knowledge of file management and other administrative procedures
- Very good interpersonal skills and in particular the ability to establish good relationships with students and staff

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.