



JOB DESCRIPTION

Post:	Administrative Assistant (Penwith)
Responsible to:	Head of Campus (Penwith)
Salary:	£20,048 - £20,873 per annum Scale 3, (Points 17-20) 37 hours per week, 52 weeks per year
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	<p>To provide cross-college administrative support and assist with the Admissions process.</p> <p>To provide administrative support to assist with various Operational and Reception tasks.</p> <p>To perform general secretarial duties including data entry, telephonist, receptionist and secretarial responsibilities</p> <p>To provide a welcoming, professional and supportive response to staff, students, external agencies and members of the public. To respond to queries promptly and helpfully.</p>
Specific Duties:	<p>To provide administrative support with the student admissions process.</p> <p>To assist with the administrative aspects of the College's operational duties including - timetabling, reception cover and promoting our internal / external lettings & events.</p> <p>To assist with invigilating exams when required.</p> <p>Keep up to date records for MIDAS, First Aid and other staff development qualifications and notify individuals of their time to renew.</p> <p>To provide general secretarial duties to PTLs/DTLs and other key staff in various programme areas as and when required.</p>



Liaise and assist the marketing team to promote external / internal events and transition. Assist with producing the weekly student bulletin.

To be flexible in response to the operational needs of the College. This may include assisting with a variety of occasional operational events including Parents' Consultation Evenings, Open Days and Taster Events. This may include working evenings/weekends for which TOIL will be agreed.

Provide support to other administration areas of the College as required.

Liaise with relevant departments and personnel within Truro and Penwith College, and external agencies as required.

Provide office cover across agreed contracted hours: responding to enquiries and visits from internal staff and external stakeholders and providing information where possible or referring the enquiry to relevant individuals or teams.

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

ADMINISTRATIVE ASSISTANT

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

ESSENTIAL

- Experience of general administrative work, dealing with telephone enquiries etc.
- Excellent organisational skills.
- Computer literate with experience in the use of spreadsheets and word processing (European Computer Driving Licence or equivalent).
- Excellent inter-personal skills in dealing with students, staff and members of the public.
- Accurate file handling.
- Proven track record of team working.
- A willingness and flexibility to learn and then operate new procedures effectively.
- Experience of working with confidential information and the ability to work with discretion and follow guidance under GDPR.
- Flexibility to work across a broad range of college support functions.
- Excellent verbal and written communication skills.

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.