



## JOB DESCRIPTION

<b>Post:</b>	Receptionist/Administrative Assistant:
<b>Responsible to:</b>	Admissions Officer/Administration Manager
<b>Salary:</b>	£21,050 per annum Scale 2 (Point 16) Full Time, 52 Weeks
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	The prime responsibility of the role—is to assist in all administrative duties for the Admin Office and FE Admissions, to cover Reception Duties the College switchboard, e-mail enquiries franking and post.
<b>Specific Duties:</b>	<p>To undertake reception duties. To be a welcoming and professional face to receive visitors to the College and deal with initial enquiries from members of the public, students and staff, ensuring safeguarding protocols are followed at all times, and all course prospectus information is always available.</p> <p>To assist with College's computerised Admissions system and undertake the appropriate administrative functions to ensure students have an excellent enrolment experience.</p> <p>To give information, advice and signposting in response to enquiries on the College switchboard, via e-mail and in person.</p> <p>To input data into the College Management Information System.</p> <p>To produce standard reports from the Admissions system and contact students regarding, the information that has been missed.</p> <p>To take the lead with the Destination Data Project</p>



To perform various duties associated with the College's administrative functions. These may include filing, photocopying, bulk mail outs and student enrolment.

To assist the Admissions Officer as and when required.

To support the Start of Year activities sometimes being located away from Reception assisting students at their inductions and advice days.

To support the Admissions Team at Open, and evening interview events.



**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

### RECEPTIONIST / ADMINISTRATION ASSISTANT

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.
- 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.