



## JOB DESCRIPTION

<b>Post:</b>	PROGRAMME TEAM ADMINISTRATOR
<b>Responsible to:</b>	Programme Team Leader
<b>Salary:</b>	£21,451 - £25,326 per annum Scale 3/4, Points 18 - 24 37 hours per week Fixed term until 31 October 2024 to cover maternity.
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To offer a professional, supportive administrative service to all staff and students within a programme area.</p> <p>To support the Programme Team Leader with College Data functions relating to the programme area to include, but not restricted to, timetabling, register amendments and supporting the Programme Team Leader with the validation of the information recorded.</p> <p>To provide administrative support to the Programme Team Leader, Deputy Team Leaders, Lecturers and other department staff as and when required.</p>
<b>Specific Duties:</b>	<p>To maintain the diary and schedules of appointments for the Programme Team Lead and Deputy Team Leaders where required. This is to include the maintenance of the overall programme area meeting schedule.</p> <p>To support the Programme Team Leader with the effective provision of the programme area information to SMT, MIS and other areas within the College as required.</p> <p>To liaise with external and internal stakeholders, staff, students, parents &amp; carers, suppliers and outside agencies as and when required.</p> <p>To provide support to the Programme Team Leader and other key staff in the programme area which would include staff and student attendance recording, organising the annual staff appraisal cycle and supporting the Programme Team Leader with arranging staff cover rotas.</p> <p>To prepare documents as required using Microsoft Word, Excel, Power Point, including Access software and databases.</p> <p>To deal with enquiries from internal and external sources to provide an effective response to students, staff, parents, clients and other stakeholders.</p>



To assist with the organisation of and support with open day/evenings, Parent/Carer evenings, Learner Voice meetings and student award ceremonies.

To disseminate information to programme area staff as required including receive and prioritise incoming mail.

Arranging meetings, taking minutes where necessary, planning appointments and room bookings and refreshments for meetings.

Providing appropriate support to members of staff as directed by the PTL.

To support the administration and reporting of annual leave and absence for the programme area.

To keep staff/student records on relevant databases up to date.

To support and administer events and trips specific to the department.

To undertake any general word processing administrative duties such as filing, photocopying.

To assist and cover for other Programme Team Administrators as required.

To undertake such cross-college responsibilities as may from time to time be ascribed to the post.

To respond flexibly to the varied requirements which will inevitably emerge in the process of developing the scope of the department.

#### **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**

### **PROGRAMME TEAM ADMINISTRATOR**

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

- Possess excellent IT skills in Microsoft Office applications.
- Professional telephone manner.
- Good level of literacy, numeracy, communication and organisational skills to communicate effectively with a wide range of audiences both oral and written.
- Awareness of general administrative procedures and processes.
- A willingness and flexibility to learn and operate new procedures effectively.
- Ability to work to tight deadlines.
- Excellent organisational skills.
- Ability to deal with routine and non-routine enquiries as first point of contact.
- Possess discretion, reliability and a diplomatic manner.
- Commitment to high standards of work and accuracy, with strong attention to detail.
- Well organised, able to manage own time effectively and to develop contingencies to cope with the unforeseen.
- An understanding of educational systems and processes would be beneficial.

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.