



## JOB DESCRIPTION

<b>Post:</b>	Operations Administrative Assistant - Transport
<b>Responsible to:</b>	Director of Operations
<b>Salary:</b>	Full Time, Term Time Only (42 weeks) £21,451 - £22,334 pro rata (£20,047 - £20,872 per annum) Scale 3 Point 18-20
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	To provide administrative responsibility for the maintenance and service schedules for College vehicles, hire and allocation of coaches and minibuses for College visits, administration of driver documents, Risk Assessments and Driver Declarations and scheduling of driver training and renewals.
<b>Specific Duties:</b>	<p>To administer the College Transport and Minibus System in support of educational visits, staff training and development.</p> <p>Allocation or hire of appropriate vehicles to meet daily needs and College requirements.</p> <p>Issue and return of vehicles at the start and end of the College day.</p> <p>To track and monitor vehicle servicing and maintenance dates, scheduling repairs and MOT's as needed.</p> <p>To administer applications, support files and renewals of Section 19 Permits, AA and RAC renewals and periodic vehicle checks.</p> <p>To organise, maintain and update driver training records and Risk Assessments.</p> <p>Daily issue and return of keys and driver support folders for day and residential visits.</p> <p>Track and monitor residential visits in the UK and abroad, recording departures and returns and any administrative follow-up.</p>



To operate the College's computerised Management Information System (MIS) in order to undertake appropriate administrative functions and staff training.

To issue bus passes and ensure that correct payments are requested and made in accordance with college procedures.

To deal with general enquiries and requests relating to student transport.

To keep and maintain records and to assist with the production of reports associated with college transport and the Transport Department.

To develop and maintain filing systems both manual and computerised.

To complete any necessary administrative procedures required in connection with cash handling.



**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

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

- Good administrative and secretarial ability.
- Experience of data entry and administrative work.
- Ability to maintain records with high accuracy levels.
- Full, clean Driving Licence.
- Good general knowledge of road safety and vehicle regulations; familiarity with the Highway Code.
- Good interpersonal skills in dealing with students, staff and members of the public.
- Willingness and flexibility to respond to emerging issues, and to learn and operate new procedures effectively.
- Ability in first aid procedures, or the willingness to acquire it through appropriate training.
- Good computer skills - Microsoft Word, Excel and Outlook, plus our own systems (we'll train you up).
- Minimum of grade C in GCSE Maths and English Language (or equivalent)
- Experience of working in Education or similar environment
- Experience of working with confidential information.
- Self-motivated, adaptable, and professional attitude.

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.