

JOB DESCRIPTION

Post:	Receptionist/Administrative Assistant
Responsible to:	Admissions Officer/Administration Manager
Salary:	£22,011 pro rata (£8,923 per annum) Scale 2 (Point 16) Part Time, 15 hours, 52 Weeks
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	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.
Specific Duties:	<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>

To carry out administrative support for College Parking, to include maintaining vehicle registration database and issuing staff and student permits in accordance with Parking Policy.

To take the lead with the Destination Data Project.

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.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.