

JOB DESCRIPTION

Post:	Administration Assistant – University Centre
Responsible to:	University Centre Coordinator
Salary:	Part Time – 18.5 hours £22,011– £22,332 pro rata (£11,005 – £11,116 per annum) Scale 3 point 17 – 20
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	<p>To provide administrative support to the University Centre team, offering a professional, supportive service to all staff and students.</p> <p>A significant aspect of this role will be to focus on supporting the recruitment, registration and ongoing administration of our post-16 Teacher Training and Nursing programmes.</p>
Specific Duties:	<p>To maintain quality records and provide administrative support for the PGCE/Cert Ed post-16 initial teacher training team.</p> <p>To support application, enrolment and registration of Nursing and post-16 initial teacher training students.</p> <p>To maintain HE student records on the College electronic student records system (unit-e).</p> <p>To support the organisation and management of University Centre induction days, preparing enrolment paperwork, booking rooms, scheduling staff, etc.</p> <p>To assist in the processing of applications and enrolments for University Centre courses.</p> <p>To give information and advice in response to customer enquiries on the telephone, in person and via email.</p> <p>To cover reception in the absence of the Fal Receptionist, receiving visitors to the College and dealing with initial enquiries from members of the public, students and staff.</p>

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

Administration Assistant – Higher Education

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

- An understanding of Higher Education/College Administration would be an advantage
- High level of IT skills in areas such as word processing, spreadsheets, email and MS Teams
- Experience of general secretarial and administrative work (including minute taking)
- Excellent organisational skills.
- Strong interpersonal skills to help you relate to students, academic staff, teachers, senior managers and colleagues in other areas of education administration.
- Professional telephone manner
- A willingness and flexibility to learn and then operate new procedures effectively
- Ability to work on your own initiative
- Relevant IT and administration qualifications

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.