

JOB SPECIFICATION Administration Assistant

MAIN JOB PURPOSE

To maintain and update learner records on computerised system. Maintain and update records on external system for UK Border Agency

KEY DUTIES AND RESPONSIBILITIES

This job description is a comprehensive guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- To record information for full time students (both domestic and overseas learners)
- To maintain the administrative records of the College

To support the Directors in preparing reports and written materials

- To be responsible for recording students progress throughout the programmes of study;
- To carry out administrative and recording tasks) in line with Quality Assurance procedures, self assessment, and awarding body requirements and to maintain necessary records and documentation;

To be proactive in developing links with industry and organisations

- To liaise effectively with management and staff within the college;
- To attend mandatory team meetings and staff development as requested
- To participate in the College's appraisal scheme in line with College Policy;
- To undertake and record continuing professional development (CPD) in line with College policy and legal requirements (30 hours per year on a pro rata basis);
- To support academic staff when recording guidance, advice and counselling support given to students
- To assist with the marketing function if requested;
- Any other duties commensurate with grade and status as may reasonably be requested.
- You will be expected to be fully conversant with the college's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;

PERSON SPECIFICATION - Administration Assistant

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Appropriate academic or professional qualifications:
 - NVQ level 3 or equivalent qualification in Business Administration
 - NVQ level 2 or equivalent qualification in Maths and English;
- Appropriate level of experience;
- Ability to work flexibly and on own initiative to meet the needs of the college;
- Ability to maintain relevant records and documentation accurately;
- Willingness and ability to undertake further professional development linked to the College needs (30 hours CPD on pro rata basis);
- Ability to achieve high standards working under pressure and with minimum supervision;
- Excellent interpersonal skills;
- Appreciation of quality issues in HE;
- Willing to undertake Criminal Record check in line with procedures.

DESIRABLE REQUIREMENTS

- Word Processing qualification with typing speed 50 words per minute or highly qualified in the appropriate subject area;
- Several years' relevant administration experience.
- Previous experience of working under pressure

