



appropriate first aid courses where necessary.

16. To ensure evacuation box is kept updated and ensure that all correct documents are carried out to the assembly area in case of an emergency.
17. To liaise with catering contractors where necessary.
18. To manage student moves, including liaison with new schools and removing students from school roll.
19. To proofread and sense check letters and documents.
20. To cover reception duty where necessary.

#### Additional Duties

1. To adhere to safety regulations.
2. To participate in appropriate meetings with colleagues and parents as required.
3. To participate in the college Performance Management/Staff Appraisal Scheme.
4. To adhere to and promote college policies on equal opportunities and race equality.
5. A commitment to safeguarding and promoting the welfare of children and young people.

#### Working Time

This is a full time, permanent post for 36 hours per week during term time (39 weeks) plus an additional 5 days to accommodate key school events and any tasks needing completion during the school holiday periods.

#### General

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and job title.

October 2019



### Person Specification

	<b>Essential</b>	<b>Highly Desirable</b>
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>▪ Good standard of education – including GCSEs in English and Maths at grade C+</li> <li>▪ High level working knowledge of Excel, databases and Word.</li> <li>▪ Excellent communication skills both written and verbal.</li> <li>▪ Experience of quality assurance.</li> <li>▪ People management skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working as an administrator in a school environment</li> <li>▪ Level 3 qualifications eg A level</li> <li>▪ Previous experience of leading a team</li> <li>▪ Experience of data manipulation in an educational environment</li> <li>▪ Strong proof reading skills</li> </ul>
<b>Professional Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to manage competing priorities and meet deadlines in a calm and efficient manner.</li> <li>▪ Ability to formulate ideas and solutions</li> <li>▪ Demonstrate effective verbal and written communication skills.</li> <li>▪ Strong secretarial skills</li> <li>▪ Ability to support and motivate team members.</li> <li>▪ Committed to safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Vision and personal drive.</li> <li>▪ Dedication and commitment to the role and the School.</li> <li>▪ Attention to detail and accuracy.</li> <li>▪ Ability to work well under pressure.</li> <li>▪ Ability to work proactively in order to support the workload.</li> <li>▪ Able to evaluate own developmental needs and seek learning opportunities to address them.</li> <li>▪ Personal presence, confidence, patience, sensitivity and maturity of approach.</li> <li>▪ A professional approach supported with a due regard for discretion and the need for confidentiality.</li> <li>▪ Ability to respond flexibly and adapt to changing and challenging circumstances.</li> </ul>	

Training can be provided on specialist areas of the role, including the promotion of safe working practices.