

JOB DESCRIPTION

Post	Administrative Assistant
Hours	37 hours per week, full year (not term time only)
Grade	Spine Point 6 to 10
Salary	£25,558 to 27,733 per annum
Responsible to	Assistant Principal (Admissions), Admissions Co-ordinator, Senior Manager HR & Admin
Closing date:	Monday 1 st June 2026, midday

Purpose of the Post

To provide administrative support to the college. Initially you will work as part of a team responsible for supporting the efficient admission and enrolment of students to the College and within the main College office.

Administrative staff at the College, whilst allocated a primary location may be required to move to work in a different department to assist in the smooth running of the administrative functions of the College.

Main Responsibilities

1. Support the Admissions Co-ordinator in all administrative tasks relevant to student applications throughout the year, including liaison with MIS and other College teams.
2. Administration of student papers from application, through induction to enrolment, ensuring entrants meet College entry requirements and evaluating academic qualifications.
3. Assist with advertising and marketing of College courses both to local partner schools and in the wider geographical area of NE Essex and South Suffolk.
4. Attendance at Open Evenings and Interview Evenings etc. (as mentioned above).
5. Provide back-up and support with administration of events organised by the Admissions Team.
6. Provide administrative support for Liaison Tutors and interviewers in their work with partner and link schools.
7. Dealing with telephone and all other admissions enquires as and when necessary.
8. Provide administrative support and cover for Reception, Switchboard and General Office staff, undertaking duties and tasks commensurate with the post. This may involve holiday and other absence cover.

9. General administration – filing, photocopying, use Microsoft Word, Excel and Outlook and other computerised systems to ensure applications are smoothly processed.
10. To input information into College computer systems as and when directed
11. Undertaking such other duties as may reasonably be requested by management, commensurate with the post.

Additional Information

- All administrative staff are employed as part of the general administrative/support services at the College and may, with due consultation and consideration be required to move to a different admin. section as and when needed in line with College needs.
- We are happy to discuss reasonable adjustments to enable candidates to perform the role.
- All duties must be carried out in accordance with relevant Health and Safety legislation and good practice.
- The post holder is required to work in accordance with both organisational and personal responsibilities for data protection as outlined in College policy documents.
- Annual salary will be in accordance with Sixth Form Colleges' Support Staff Pay Scale. Sixth Form College sector conditions of service apply, which are very similar to schools' sector arrangements and salaries are reviewed by national negotiation with effect from 1st September each year.
- College support staff are eligible to join the national Local Government Pension Scheme.

Safeguarding

- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- All staff are expected to keep up to date with relevant College policies and procedures and attend annual safeguarding training.

Review

This is a description of the job as it is presently constituted. The above are the primary areas of responsibility and are not intended to be a comprehensive list of all administrative duties that are seen as part of the post.

The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Person Specification

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
Education/ Training	<ul style="list-style-type: none"> • A good basic education to GCSE level in English and Maths, or equivalent 	<ul style="list-style-type: none"> • A Level or equivalent level of education
Relevant Experience	<ul style="list-style-type: none"> • Some experience working in a busy office • Experience in the use of Microsoft Office applications including proficiency in Word, Excel and Outlook • Experience in the use of databases 	<ul style="list-style-type: none"> • Experience/knowledge of working in an educational environment • Experience of liaising with external stakeholders
Skills/ Aptitudes	<ul style="list-style-type: none"> • Excellent IT skills, particularly Databases • Excellent interpersonal skills with the ability to communicate effectively with a range of stakeholders • Ability to work flexibly within a team • Accuracy and attention to detail • Excellent organizational skills with the ability to prioritise and plan workload • Ability to work independently and proactively • Ability to deal with enquiries in an efficient and effective manner • Ability to work calmly under pressure 	<ul style="list-style-type: none"> • Knowledge of Unit e • Be a trained first aider, or willing to undertake a 3 day course and join the College first aid team.
Other requirements	<ul style="list-style-type: none"> • Flexible approach to working hours • Willingness to work during occasional evening and off-site events when required • Flexible approach to work and willing to adapt to different roles within the College administrative functions • A commitment to College good practice and to relevant legislation including equality and diversity, and safeguarding and promoting the welfare of young people • Commitment to the College's ethos and values 	<ul style="list-style-type: none"> • Interest in educational needs of students