

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Administrative Assistant	<b>Post Number:</b>	CS0310P
<b>Daily Supervision:</b>	Assessment and Support Coordinator	<b>Grade:</b>	CSS Scale 2
<b>Department:</b>	Student Services	<b>Last Updated:</b>	December 2021

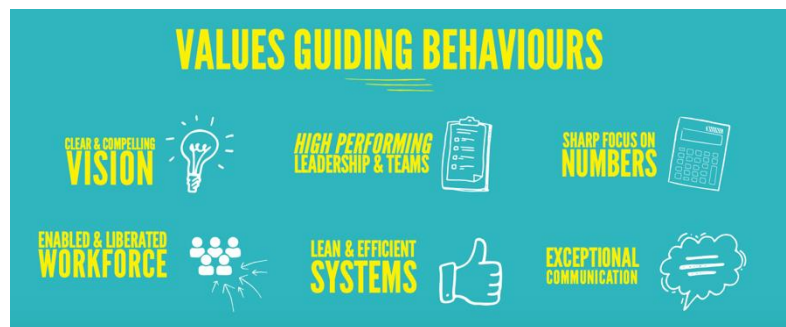
### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

To provide day to day full and confidential secretarial and administrative support to the Student Services department.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible to the SEND Manager for the establishment and maintenance of all data and administrative systems.
2. Take an innovative approach to developing the work within the Directorate.
3. To ensure efficient and effective communication flow
4. To organise, attend and minute meetings as required.
5. To liaise and work with cross-college departments as required.
6. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
7. To maintain professional standards and expertise by undertaking relevant professional development.
8. To maintain quality standards appropriate to the post.
9. To conform with the Health and Safety requirements relevant to the post.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
12. To maintain quality standards appropriate to the post.
13. To conform with the Health and Safety requirements relevant to the post.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

	Knowledge	PSM
1	NVQ in Business Administration (Level 2 or higher) or the willingness to work towards this	A/I
2	5 GCSEs at Grade C or above (including Maths and English) or equivalent	A/I

	Skills/Abilities – Interpersonal	PSM
3	The ability to supervise and work as a member of a team	A/I
4	Excellent written and oral communication skills	A/I
5	A sound knowledge of the principles of customer care	A/I
6	The ability to work to strict deadlines	A/I
7	The ability to work in a non discriminatory manner	A/I

	Experience	PSM
8	Recent relevant administrative experience	A/I
9	Practical experience of using relevant software packages, i.e. word processing, spreadsheets and databases	A/I

	Work Related Circumstances	PSM
10	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
11	Excellent organisational skills	A/I
12	The ability to maintain and develop data and administrative systems	A/I
13	The ability to work using own initiative with minimal direct supervision	A/I
14	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

<b>Prepared By:</b>	Sam Rees
<b>Date:</b>	16.12.2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test