LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Administrative Assistant	Post Number:	CS1350P
Daily Supervision:	Senior Administrative Officer	Grade:	CSS Scale 3
Department:	Curriculum Administration Support	Last Updated:	May 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:

Job Purpose:

To provide high quality administrative support and customer service to the management, staff and students within the Assistant Principals curriculum area.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To undertake various administrative activities required in connection with the running of the Assistant Principals curriculum area to include learner conduct and trips and visits documentation.
2. To input and assist with timetabling and the coordination of registers, as well as completion of data quality checks as required, in support of the day to day operations of the College/Assistant Principal area.
3. To assist the Senior Administrative Officer in the maintenance of financial and budget information in liaison with the Finance Unit to include raising purchase orders.
4. To assist with the efficient and effective communication flow throughout the Assistant Principal area and cross college services/functions.
5. To act as a first point of contact for the Assistant Principal area e.g. with staff, students, parents, employers and members of the public and deal with enquiries received by telephone and email whilst maintaining a high level of customer service.
6. To arrange meetings, interviews and appointments as required.
7. To attend meetings as required for the purpose of taking notes or minutes.
8. To assist with the co-ordinaiton and completion of allocated tasks within a shared Outlook mailbox.
9. 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.
10. 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.
11. To maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post.
13. 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.

	Knowledge	PSM
1	Range of GCSE qualifications to include Maths and English at Grade C (Grade 4) or equivalent	A/I
2	Level 3 Business Administration qualification or equivalent	A/I
3	Competent with the Microsoft 365 Productivity Software including Word, PowerPoint and Excel	A/I/T

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non discriminatory manner	A/I
5	The ability to communicate (orally and in writing)	A/I/T
6	The ability to work on own initiative within guidelines from the Senior Administrative Officer	A/I/T
7	The ability to work within a team	A/I
8	Good telephone manner and customer service skills	A/I/T

	Experience	PSM
9	Practical experience of using relevant software packages, i.e. Microsoft Word, Outlook & Excel	A/I/T
10	Relevant experience of administrative duties in an office environment	A/I

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development	A/I
12	The willingness and ability to work flexibly and to cover tasks within the team	A/I

	Skills/Abilities - Other	PSM
13	Excellent organisational skills	A/I/T
14	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By:	Kate Holford – Curriculum Administration Manager
Date:	September 2024

A = Application	I = Interview