

## LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

<b>Post Title:</b>	Administration Assistant	<b>Post Number:</b>	CS0560P
<b>Daily Supervision:</b>	AEC Administration Officer	<b>Grade:</b>	CSS Support Scale 3
<b>Department:</b>	Employer Provision - AEC	<b>Last Updated:</b>	16/05/2022

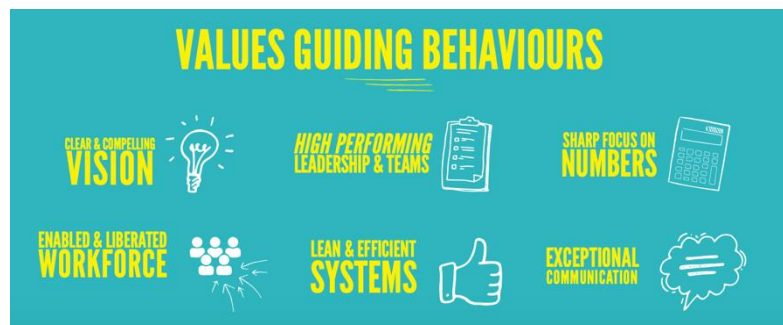
### Our Vision:

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 assist in the day-to-day administrative support of the Community Education Centre, providing high quality customer service to students, parents, visitors, tutors and managers. Ensure compliance by working accurately to tight deadlines, but with the confidence to add value to the practices of the wider team.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To undertake a range of administrative activities required in connection with the running of the department.
2. To act as a first point of contact for the department e.g. staff, students, customers, parents, employers and members of the public and deal with enquiries received by telephone and by personal callers regarding the courses and services offered by the School.
3. To effectively use information technology to manage all forms of communication, minutes, documents as required while maintaining a standard format for all correspondence within the department and in line with College policy.
4. To be responsible for the maintenance of files (physical and digital), updating as required.
5. To be responsible for ordering supplies as required by budget holders.
6. As directed, to provide administrative support throughout the department or other areas of the College in the case of absence of other staff, or as workload circumstances necessitate.
7. To participate fully in the cohesion of the administrative team.
8. To produce and maintain registers and timetables, as directed by the Admin Team Leader, School Administrative Officer and area managers.
9. To open and sort post and deal with matters including correspondence arising within prescribed guidelines.
10. To attend staff meetings as and when required, as either a participant or note taker.
11. To adhere to policies and procedures of the College.
12. 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.
13. To maintain professional standards and expertise by undertaking relevant professional development.
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. To be responsible for safeguarding and promoting the welfare of children and vulnerable adults 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	Good knowledge of administration systems	A/I/T
2	Working towards NVQ Level 3 Business Administration or equivalent	A/I

	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) at all levels internally and externally with a range of stake holders	A/I
6	The ability to work on own initiative within guidelines from the Administrative Officer	A/I
7	The ability to work within a team	A/I

	Experience	PSM
8	Practical experience of using relevant software packages, i.e. Microsoft Word, Access & Excel	A/I/T
9	Relevant experience of administrative duties in an office environment	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/T
12	The ability to maintain an effective filing system	A/I/T
13	The ability to word process accurately at 35 wpm	A/I
14	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

<b>Prepared By:</b>	Gemma Fogg
<b>Date:</b>	11/12/2020

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