

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Senior Administrative officer	Post Number:	CS1329F
Daily Supervision:	Curriculum Administration Manager	Grade:	CSS Scale 5
Department:	Curriculum Administration Support	Last Updated:	November 2024

Our Purpose:

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

Our Mindset:



Job Purpose:

To provide day to day leadership and management of the administration team as well as providing full and confidential administrative support to the Assistant Principal.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To ensure the provision of full administrative support to the Assistant Principal.
2. To provide day to day supervision and leadership of Administrative Assistants and to take an innovative approach to the work of the administration team within the AP area, allocating and prioritising tasks to ensure deadlines are met.
3. To be responsible to the Curriculum Administration Manager and Assistant Principal for the establishment and maintenance of all administrative systems, including leading on and co-ordinating data quality checks for the AP area.
4. To oversee and coordinate timetabling and registers to support the day to day operations of the AP area.
5. To ensure efficient and effective communication flow throughout the AP area and cross college services/functions, including the collation of data and management information and converting this into information and intelligence.
6. To work collaboratively with all AP areas, to share good practice and ensuring efficient and effective communication.
7. To be responsible to the Curriculum Administration Manager and Assistant Principal for the maintenance of financial and budget information.
8. To provide day to day support and guidance to Apprentices assigned to work in the AP area including regular meetings with the Assessor and maintaining knowledge of the apprenticeship requirements.
9. To develop and maintain an understanding of College key performance indicators, including achievement, retention and pass data.
10. To provide high levels of customer service to ensure customers receive prompt and accurate information.
11. To work with the Curriculum Administration Manager to develop and maintain a standard format for all correspondence within the AP area, in line with College Policies and Procedures.
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, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
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 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	Level 4 Business Qualification/or working towards	A/I
2	GCSE qualifications to include Maths and English at Grade C (Grade 4) 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 lead and work as a member of a team	A/I/T
5	Excellent written and oral communication skills	A/I/T
6	A sound knowledge of the principles of customer care	A/I/T
7	The ability to work to strict deadlines	A/I/T
8	The ability to work in a non-discriminatory manner	A/I

Experience		PSM
9	Relevant administrative experience	A/I
10	Practical experience of using relevant software packages, Microsoft office suite	A/I/T

Work Related Circumstances		PSM
11	The ability and willingness to undertake relevant staff development	A/I
12	Willingness to work across all sites of Lincoln college, including Lincoln and Newark as required.	A/I

Skills/Abilities - Other		PSM
13	Excellent organisational skills	A/I/T
14	The ability to use, maintain and develop data and administrative systems	A/I
15	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

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

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

