



JOB DESCRIPTION

JOB TITLE:	Administrator
Sector/Section:	Central Administration (MIS)
Grade:	Scale 3
Directly responsible to:	Planning & Administration Manager
Directly responsible for:	

PURPOSE OF JOB:

- To provide a comprehensive range of administrative support services to all areas of the curriculum, in a timely and efficient manner
- Provide a high level of customer service to both internal and external customers
- Utilise the College's, MIS and data systems to ensure the efficient and effective delivery of services

MAIN RESPONSIBILITIES AND DUTIES:

1. Work as directed to provide a comprehensive administrative support for all staff within the department.
2. Utilise the College's MIS and data systems to ensure the efficient and effective delivery of services.
3. Deal effectively with a range of enquiries for information from internal and external customers.
4. Support the curriculum managers with the processing of purchase orders utilising the College's finance system and checking, recording and distributing of all goods received.
5. To ensure sufficient stocks of stationery are maintained.
6. Coordinate and record documentation associated with education visits and trips as required.
7. Assist with the Enrolment process as required.
8. Utilise Microsoft software including, but not limited to, Word, Excel and Access.
9. To undertake word-processing and maintain spreadsheets and databases.
10. To undertake administrative work in connection with prize-giving and open days.
11. Provide assistance with initial assessment/admissions process and exam invigilation.
12. Provide general administrative support through photocopying/filing/post distribution/minute taking.
13. To provide curriculum staff with assistance in creating/updating teaching resources and materials.
14. To undertake such financial duties as determined by the Head of Area - such as order processing, part-time contracts, pay claims, staffing returns, recording of income and expenditure, travel claims etc.
15. Support the College with general administration/reception duties.
16. Assist with the preparation of information for audit and inspections.
17. To perform any admin/clerical duties commensurate with their level of skills/experience.
18. To undertake all appropriate training and staff developments and attend all meetings relevant to the post and grade.
 1. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
 2. To actively promote and embed equality and diversity within the College.
 3. To actively contribute to the College's safeguarding children and vulnerable adult agenda.
 4. In carrying out their duties the appointee must:
 - A) Comply with Health and Safety Regulations
 - B) Be aware of the College statement on Health and Safety

PHYSICAL CONDITIONS

Place of Work

The post holder will be based at Deane Road, however due to the nature of the post the postholder may be required to work at any premises at which it may from time to time provide services including all Community locations.

Working Hours

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities.

A certain amount of flexibility is therefore required of the post-holder, whose work pattern may vary from time to time involving work on an evening or some other time outside the stated pattern as part of the working week. Intended variations to work patterns would be notified as soon as possible. In normal circumstances where you work beyond your contracted number of hours, time off in lieu may be given.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in an annual staff development review and appraisal.

SOCIAL CONDITIONS

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one month's written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

In the interests of health and safety, smoking is not permitted in Bolton College.

Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PHYSICAL CONDITIONS

Place of Work

The principal place of work will be Bolton College's premises at Deane Road. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may, from time to time, provide services or at other locations, mainly in the Bolton area when required, eg schools to promote the course.

Working Hours

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities. The post holder may, from time to time, be required to work on a Saturday or Sunday, in which case time off in lieu will be given during the normal working week.

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Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

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JOB DESCRIPTION PREPARED BY: Planning & Administration Manager

DATE: July 2016