

# KITE COLLEGE

Putting the education, training and aspirations of learners foremost



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Administrator
<b>RESPONSIBLE TO:</b>	Principal of Kite College
<b>DATE:</b>	April 2021
<b>JOB PURPOSE:</b>	To provide an effective and efficient office support function to the Principal of Kite College. This will include a wide variety of tasks to ensure the smooth running of the College's office.

## Key Accountabilities

### Administration

- Management of the Principal's diary.
- Acting as a first point of contact for the College, for all staff, trustees, parents and others ensuring a professional welcome.
- Provide full secretarial support in relation to the production of correspondence and records for the Principal including drafting papers, reports, presentations, research and collating information, filing and photocopying.
- Provide direct support in the handling of and management of email and written correspondence.
- Operate and manage the Principal's telephone, screening and diverting calls as appropriate.
- Produce and email agendas, notes and minutes of meetings for leadership meetings and also occasional evening work to clerk the Trustee Board meetings.
- Ensuring a reliable filing system is kept up to date and secure.
- Organisation and planning of College events - e.g. parents evenings.
- Arrange supply cover when required.
- Ability to handle all sensitive and confidential matters with discretion.
- Ensure all enquiries to the College are dealt with and responded in a timely and courteous fashion.
- Oversee the College Prospectus and College website.
- Ensure all policies for the College are up to date in accordance with regulations.



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- Recruitment – responsible for advertising teaching and support vacancies. Dealing with applications and arranging interviews.
- Overseeing the documentation for all new staff, maintaining personnel files for each member of staff ensuring these comply with statutory guidelines and safeguarding requirements.
- Carry out DBS checks, for new staff / volunteers, trustees.
- Maintaining the Single Central Record for the College.
- Maintaining job descriptions and contracts for all new staff.
- Recording staff absence and producing reports if requested.
- Maintain records for accounting purposes, invoices and payroll.
- To provide financial administration for the College responsible for the carrying out day to day finance, procurement and accounting functions in accordance with the Colleges' regulations. Duties to include recording of all financial records on the College's system, securing best value for the College and Payroll.
- Involvement in appraisal for staff for the College along with the Principal.
- Assist with training schedules for all staff.

## Personal Specification

	Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Essential GCSE or equivalent in English and Mathematics in Grade A* to C.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of undertaking a range of administrative duties at a senior level within an educational environment.</li><li>• Experience of providing a high level of customer service and liaising/relationship building with a wide range of individuals and agencies.</li><li>• Experience in education and their data base systems.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Excellence attendance and punctuality.</li><li>• Ability to work collaboratively with colleagues.</li><li>• Ability to work with a high degree of accuracy and attention to detail.</li><li>• Ability to draft correspondence and produce documents of a high standard including learner database, progress and tracking reports.</li><li>• Able to plan, organise and prioritise work efficiently and effectively.</li><li>• Able to take responsibility for own work with little or no supervision.</li><li>• Able to use own initiative to solve problems and respond proactively to unexpected situations.</li><li>• Able to deal calmly, methodically, tactfully and effectively with a range of people.</li><li>• Ability to show sensitivity and objectively in dealing with confidential issues.</li><li>• Respect confidentiality and privacy at all times.</li></ul>



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	<ul style="list-style-type: none"><li>• Awareness of the importance of safeguarding and safer recruitment procedures.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Sound knowledge of an educational environment - the work of a college, college systems both finance and HR and processes.</li><li>• Sound knowledge of a range of computer applications – including work Word/ Excel/ PowerPoint/ ESFA ILR.</li><li>• Sound knowledge of safeguarding and safer recruitment procedures.</li></ul>