

Job Description

Post:	Centre Principal Administrator
Salary Grade:	Band 8
Responsible to:	Centre Principal
Responsible for:	N/A

Key Purpose

To be the professional services administrative support to the Centre Principal which includes performing a range of administrative duties in support of the operation of the College and in support of the Centre Principal, Staff, Students and Parents/Guardians.

Duties & Responsibilities

A	To provide a high-quality, confidential secretarial service to the Centre Principal (and Deputy Centre Principal/Heads of Department). Undertaking day-to-day administrative duties as required.
B	To effectively manage the Centre Principals' (and Deputy Centre Principals') diary ensuring that appointments are planned and co-ordinated appropriately and run to schedule.
C	To effectively manage the College Boardrooms Diaries ensuring that meetings are planned and co-ordinated appropriately and run to schedule. To maintain Boardroom supplies, clean crockery and cleanliness etc
D	To maintain an accurate and efficient filing system, ensuring that records are stored in accordance with organisational policies and data protection legislation.
E	To effectively and confidentially manage the Centre Principals' (and Deputy Centre Principals') inbox where required in accordance with their specifications.
F	To produce and prepare a range of documentation, including letters, agendas, meeting minutes, presentations and spreadsheets.
G	To introduce and manage a forward planning system to support key meetings, CLT meetings (including actions) and Staff Briefings ensuring that communications, necessary paperwork and meeting packs are planned in advance.
H	To act as a brand champion for the College, working closely with the Group Executive Assistant and Marketing & Admissions Department.
I	To efficiently and professionally manage routine correspondence on behalf of the Centre Principals (and Deputy Centre Principals/Heads of Department). Including telephone calls, emails, letters and reception enquiries. (Liaising with the Compliments/Comments/Complaints Team accordingly).
J	To efficiently and proactively gain operational awareness of local activity and feed up to the Centre Principals and Head of Student Operations.
K	To carry out any other duties commensurate to the post as required.
L	To manage local global communications in conjunction with the Centre Principal and Group Executive Assistant. Ensuring effective communications from the Principalship with the local College Leadership Team and staff based at your site.
M	To provide cover for other Centre Principal Assistants during their absence .

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Person Specification

	Essential			Desirable		
Qualification	1	Level 2 Maths and English	Application / Certificate	A	Level 3 Maths, English and IT	Application / Certificate
	2	Level 2 IT	Application / Certificate			
	3	Relevant Level 3 Qualification e.g. NVQ Business Admin	Application / Certificate			
Professional Development	3	Evidence of ongoing professional development	Application			
Experience	4	Previous experience of working within an administrative/support role e.g. Secretary/PA	Application/ Interview	B	Previous experience of working within a College/education background.	Application/ Interview
Knowledge	5	Knowledge of the Microsoft Office suite, including Excel, Word, PowerPoint and Outlook.	Application/ Interview	C	Awareness of the College's vision, mission and values.	Application/ Interview



Skills/ Qualities	6	Ability to minute meetings effectively.	Application/ Interview			
	7	Strong written and verbal communication skills.	Interview			
	8	Excellent 'front of house' skills – when receiving visitors.	Interview			
	9	Ability to work flexibly and within the needs of the organisation.	Interview			
	10	Ability to work in a confidential manner.	Interview			
	11	Ability to remain calm under pressure.	Interview			
	12	Highly organised, demonstrating an ability to work on own initiative (with minimal supervision).	Interview			
Other	13	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application/ Interview			
	14	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	Application/ Interview			
	15	DBS Check acceptable to the college will be undertaken for successful applicant	Application/ Appointment			

