



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Faculty Administrator
<b>PAY</b>	Point 16, £21,878 per annum
<b>HOURS</b>	37 hours per week, all year round
<b>REPORTS TO</b>	Faculty Group Administration Manager
<b>LOCATION</b>	Stamford College & Satellite Centres
<b>JOB PURPOSE</b>	
To provide an outstanding administrative service to the Faculty ensuring that staff and students are supported by carrying out the following tasks and responsibilities	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
Your main duties and responsibilities will include, but will not be limited to the following areas:	
<ul style="list-style-type: none"> <li>● Undertake a range of tasks related to enrolments and admission for learners in the Faculty.</li> <li>● Support at College marketing and other student facing events.</li> <li>● Implement agreed systems for monitoring learner attendance, providing reports on absence and recording transfer and exit data to ensure records are up to date and accurate.</li> <li>● Carry out a range of learner-related administration, e.g. educational visits, events, learner references and reports, to support the effective delivery of course.</li> <li>● Responsible for the updating and inputting the Faculty curriculum and learner information as appropriate.</li> <li>● Inputting of faculty timetables onto ProSolution and maintaining these throughout the year.</li> <li>● Responsibility for raising purchase orders in line with College Financial Regulations and confirmation processes when the goods/services are received.</li> <li>● Recording, monitoring and reconciling petty cash within the Faculty and where appropriate reconciling and paying retail cash into the college cash office.</li> <li>● Raise Faculty staff awareness of Financial Regulations, processes and procedures and relevant deadlines for submission of all financial related transaction.</li> <li>● Assisting with the staff recruitment and interview processes.</li> <li>● Support the Head of Faculty with the administration of Probationary Reviews and Appraisals reviews they are responsible for to ensure their timely completion.</li> <li>● Responsibility for the recording and following procedures for staff absences and co-ordinating the holiday leave system.</li> <li>● Providing efficient clerical/administrative support to the Team and Manager.</li> <li>● Assisting the Manager with the administration of College and Faculty projects.</li> <li>● Responsibility for the administration and compliance with College policies and procedures.</li> <li>● Collecting and distributing internal and external mail at regular times in order to meet post deadlines.</li> <li>● Maintaining stationery stocks and ordering as and when required.</li> </ul>	



- Meeting any audit and risk requirements.
- Providing a professional customer service to both internal and external customers as and when required.
- Ensuring all Faculty quality standards for your responsibilities are met and identifying any problems with the Head of Faculty.
- Demonstrating flexibility in responding to changing demands in personal, faculty or the college's workload.
- Maintaining strict confidentiality of all information and data within the department both internally and externally.
- Attending team and other meetings as and when required.
- Calendar Management for HoFs and CLs within the Faculty areas
- Arranging and supporting with disciplinary meetings and ensuring the disciplinary procedure is understood by all staff within the Faculty. Updating on Promonitor accordingly.
- Ensure risk assessments for classrooms and specialist rooms are updated as required.
- Carrying out note-taking duties as requested and agreed by the Head of Faculty or the Faculty Group Administration Manager.

#### OTHER

- Engender a strong team ethos, which promotes a positive, can-do attitude across the department.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Undertake continuing professional development as appropriate. Which means taking a full part in the IEG staff development programme, including departmental and role specific training, and the IEG appraisal process.
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group.
- To carry out such duties as may be determined from time to time within the general scope of the post.

#### TERMS AND CONDITIONS

<b>Contract</b>	Permanent Business Support
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday</b>	30 days per year (pro rata), plus bank holidays and discretionary days to be taken in non-term time
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
<b>Working Arrangements</b>	Normal working hours of 8.30am to 5.00 pm, Monday to Thursday, 8.30am to 4.30pm Friday

#### APPLICATION PROCESS

<b>Closing Date</b>	Sunday 01 October 2023
<b>Interview Date</b>	

<b>PERSON SPECIFICATION</b>						
<b>Faculty Administrator</b>						
<b>Criteria</b>	<b>Essential or Desirable</b>		<b>Assessment Method</b>			
	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>	<b>R</b>
<b>Qualifications</b>						
Educated to Level 2 in relevant subject	E		✓			
IT Qualification ECDL, CLAIT or equivalent in working knowledge	E		✓			
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications	E		✓	✓		
<b>Experience</b>						
Wide range of administrative/clerical experience including taking accurate minutes	E		✓	✓		
Experience of giving a proactive, customer facing service	E		✓	✓		
Working successfully and influentially as part of a team	E		✓	✓		
Working in a busy office environment	E		✓	✓		
Working with teenagers or young adults	E		✓			
Handling confidential information	E		✓			
Working within an FE environment		D	✓			
Experience of using student information databases eg. ProSolution, ProMonitor		D	✓	✓		
<b>Knowledge</b>						
Working knowledge of all Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Google suite)	E		✓	✓		
<b>Key Skills</b>						
Good oral and written communication skills and the ability to communicate effectively at all levels	E		✓	✓	✓	
Good planning, organisation and administrative skills	E		✓	✓		
Attention to detail and accuracy	E		✓	✓		
The ability to work well as part of a team and independently	E		✓	✓		
Ability to work under pressure, prioritise and to meet deadlines	E		✓	✓		
Accurate data entry, processing and calculations	E		✓	✓	✓	
Use of IT (compilation of reports from database, spreadsheets, word processing)	E		✓	✓		
Ability to listen and advise in a non-judgmental manner	E		✓	✓		
Excellent interpersonal skills/good at problem solving	E		✓	✓	✓	
<b>Other</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's Core Values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		✓
Professional appearance and behaviour	E			✓		✓
Good previous attendance record	E			✓		✓
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References