

Post Title	Administrative Assistant
Purpose	To provide administrative assistance to staff within the main office. To provide a general administrative service for the college administrative function and marketing department.
Responsible to	The Principal through the Director of Administration and College Services, the Administration Services Manager and the Office Manager.
Liaising with	Relevant staff with cross college responsible e.g. Senior Management team (SMT), College Management team (CMT), teachers within the department, Heads of Hall and support staff.
Remuneration & Hours	NJC Support Staff Payment: Pay Points 8-9 (£24,010 - £24,442 per annum) This is a full time, permanent position.
Context	Loreto Sixth Form College is one of the largest providers of A Levels in the country and was graded as Outstanding by OFSTED in January 2023. The Administration Department comprises of several assistants and officers with different responsibilities aligned to key areas of the college. This role will offer general support to the college's Administrative Department, supporting all incoming and outgoing communications.

Main Duties and Responsibilities
<p>General Administration</p> <ul style="list-style-type: none"> - To ensure all incoming calls are answered effectively. - Deal with incoming e-mails, responding directly or escalating enquiries as necessary in a timely manner. - To be conversant with the college systems and to operate these when required. - To support the Receptionist and cover the post when required. - To ensure that all details for students leaving college early are entered onto the college database. - To ensure that all student files are up to date. - To be responsible for the organization and collection of deliveries within the office. - To keep the stationery cupboards within the office stocked with relevant materials. <p>Administration Assistance</p> <ul style="list-style-type: none"> - To actively participate in and deliver their contribution to the Administration Department. - To support the Office Manager and the Administration Department in the collation of materials for marketing events. - To provide a range of administrative functions including; answering and distribution of telephone calls, assisting and producing mail merge letters, inputting data and other spreadsheet tasks. - To become familiar with the services provided by the office in order to be able to deal with enquiries and requests for information from both internal and external enquirers. - To prioritise and allocate in the most efficient and effective way all incoming work and have flexibility and a readiness to undertake a wide range of tasks. - To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation. - Assist with the collation and preparation of materials required for college events/roadshows. - To work as an effective member of the whole college administration team. - The post holder will be expected to work flexibly to provide cover for and/or work in collaboration with colleagues in the college office. - To work Closely with and support the Admissions Manager with the full admission cycle - Carry out such other duties as may reasonably be allocated by the Principal, or her designates or the Office Manager to enhance the work of the college.
General
<ul style="list-style-type: none"> • To be aware of and comply with all College policies and procedures. • To be aware of equal opportunities and to demonstrate these principles in all aspects of work. • To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines.
Staffing
<ul style="list-style-type: none"> • To undertake staff development. • To take part in the College's Appraisal process.

<ul style="list-style-type: none"> To ensure that appropriate arrangements for cover are made when absent. To work as part of a team and to ensure effective working relations.
Quality Assurance
<ul style="list-style-type: none"> To ensure the effective operation of quality assurance systems. To contribute to the process of the setting of targets within the department and to work towards their achievement.
Communications
<ul style="list-style-type: none"> To ensure effective communication with members of staff, managers and the senior leadership team. To liaise with relevant external bodies as appropriate.
Marketing and Liaison
<ul style="list-style-type: none"> To contribute to the College liaison and marketing activities. To link with external agencies as appropriate.
Management of Resources
<ul style="list-style-type: none"> To contribute to the maintenance of an attractive working environment.
Other
<ul style="list-style-type: none"> To support the aims and objectives of the College. To attend meetings as appropriate. To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract. To take all reasonable steps to ensure the security of any personal data relating to College employees or students, (either future, current or past) to which you have access, in line with the requirements of the College's Data Protection Policy and the General Data Protection Regulation (GDPR). This Job Description is subject to periodic review and amendment.

Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of Assessment
Experience			
Experience in an administrative role	✓		Application, Interview
Administrative experience in an educational environment		✓	Application, Interview
Skills and Knowledge			
Proficiency in working with standard office applications such as MS Word, Excel and Outlook	✓		Application, Interview, Test
Proficiency in working with desktop publishing software such as Pages, Keynote and In Design		✓	Application, Interview, Test
Excellent organisational and administrative skills	✓		Application, Interview
Ability to prioritise and multitask	✓		Application, Interview
Ability to manage own workload	✓		Interview
Ability to meet deadlines	✓		Application, Interview
Willing to adapt to changing priorities	✓		Interview
Excellent telephone manner	✓		Interview
The ability to maintain quality and organisational procedures for the efficient running of the College office	✓		Interview
The ability to recognise and appreciate the confidential nature of some work undertaken	✓		Interview
Excellent attention to detail	✓		Application, Interview, Test

Ability to empathise with 16-19 year olds within a college situation	✓		Interview
High level of literacy/communication skills	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
A relevant administrative qualification or evidence of formal training.		✓	Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Smart in appearance and manner	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		Interview
Committed to Equality and Diversity	✓		Interview
Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<p><i>*This will follow an initial offer of employment</i></p> <p><i>The 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.</i></p>			