

Job description: Administrator (Ed Visits and Enrichment)

Our Mission

Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live

To achieve excellence in all aspects of school life.

Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To provide administration support for the College
Line management	Responsible to the Executive Assistant to College Leadership & Confidential Governor Secretary
Main duties and responsibilities:	General - To work with other professionals, both internal and external when necessary. - To adhere to and work within the College's practices and policies including relating to Safeguarding, Health & Safety, Data Protection, Confidentiality, and Equal Opportunities. - All staff have a responsibility to safeguard and promote the welfare of children and young people within the College. - Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility in line with the changing needs of the College. - Undertake any other duty deemed reasonable by the Principal of the College. Main Responsibilities Admin - Provide confidential administrative and clerical assistance to the College as directed by the Executive Assistant to College Leadership & Confidential Governor Secretary. - Undertake filing and ensure files are kept up to date to include digital documentation in line with GDPR. - Answer incoming calls and direct them to the appropriate member of staff, take messages and support as needed. - To support with taking responsibility for greeting and dealing with visitors to the College and supporting reception at particular times of the day ensuring security and sign in regulations are adhered to. - To be one of the first points of contact on all issues relating to educational visits (bookings, letters and queries). - To distribute information to staff, parents/carers and pupils. - To input and action appropriate data related to pupils as required. - To provide cover for the office staff as directed. - To undertake such other tasks that are commensurate with the general level of responsibility and scope of the post - Input information as required using online portals such as Evolve for school trips and support the administration of College trips. - Support with overseeing the day to day operation of the enrichment programme. - Trained First Aider as required.

PERSON SPECIFICATION

Key: A = Application, I = Interview, R = Reference

Application Category	Essential / Desirable	How evidenced
Education, Qualification and Training		
Good Basic Level of Education	E	A/I
First Aid Qualification	D	A/I
Skills, Knowledge & Experience		
Excellent Customer Service Skills & Time Management	E	A/I
Proficient Administrator and IT user (Bespoke systems)	D	A/I
Experience of completing forms and preparing basic reports	D	A/I
General understanding of Health & Safety in the workplace	D	A/I
Experience of the education sector	D	A/I
Personal Qualities		
Excellent attendance and punctuality	E	I/R
Honesty and integrity with the ability to handle confidential information	E	I/R
Personable and approachable with the ability to build effective and positive working relationships	E	I/R
Ability to handle complaints/feedback	E	A/I
Organised and methodical approach to work	E	A/I
Flexible, enthusiastic and committed attitude	E	A/I
Able to work under own initiative and in a changing environment	E	A/I
Committed to safeguarding and promoting the welfare of children and young people	E	A/I
Committed to personal learning and development	E	A/I/R
Committed to the principles of diversity and equality and their prominence in the culture of the College	E	A/I