

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Senior Administrative Officer	<b>Post Number:</b>	CS0716P
<b>Daily Supervision:</b>	Director of Apprenticeships	<b>Grade:</b>	CSS Scale 5
<b>Department:</b>	Employer Provision - Apprenticeships	<b>Last Updated:</b>	October 2021

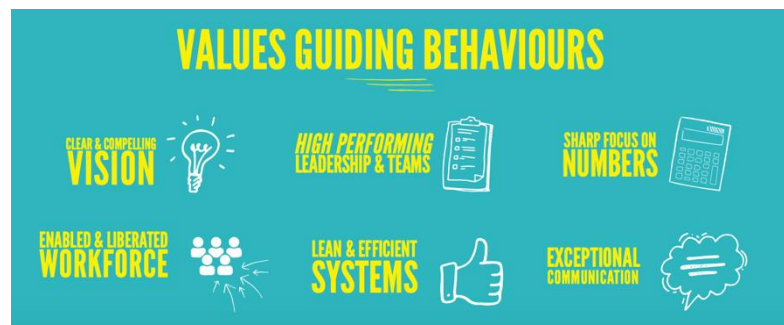
### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

To provide day to day supervision of the administration team as well as providing full and confidential secretarial and administrative support to the Director of Apprenticeships and support to the Employer Provision staff.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible to the Director of Apprenticeships for the establishment and maintenance of all administrative systems, including leading on and co-ordinating ProSolution Data Quality checks for Employer Provision.
2. To be responsible to the Director of Apprenticeships for the maintenance of financial and budget information in liaison with the Finance Unit.
3. To provide day to day supervision and leadership of Administrative Assistants and to take an innovative approach to the work of the administration team within Employer Provision, allocating and prioritising tasks to ensure deadlines are met, and to recruit to any administrative vacant posts providing relevant system training as required.
4. To provide day to day support and guidance of the Employer Provision Apprentice including regular meetings with the Assessor and maintaining an extensive knowledge of the requirements of the relevant Apprenticeship Standards.
5. To ensure efficient and effective communication flow throughout Employer Provision and cross college services/functions, including the collation of data and management information and converting this into information and intelligence.
6. To develop and maintain an understanding of College key performance indicators, including achievement, retention and pass data.
7. To ensure the provision of full administrative support to the Director of Apprenticeships.
8. To develop, maintain and update a filing system for the Director of Apprenticeships.
9. To provide high levels of customer service to ensure customers receive prompt and accurate information.
10. To develop and maintain a standard format for all correspondence within Employer Provision, in line with College Policy.
11. To work in all vocational areas of the area as directed by the Director of Apprenticeships, ensuring efficient and effective communication flow throughout Employer Provision.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
13. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

	Knowledge	PSM
1	HNC Business or equivalent	A/I
2	Thorough knowledge of Microsoft Office applications, i.e. Word, Excel	A/I/T

	Skills/Abilities – Interpersonal	PSM
3	The ability to supervise and work as a member of a team	A/I
4	Excellent written and oral communication skills	A/I
5	A sound knowledge of the principles of customer care	A/I
6	The ability to work under pressure and meet deadlines	A/I/T
7	The ability to work in a non-discriminatory manner	A/I

	Experience	PSM
8	Recent relevant administrative experience	A/I
9	Recent relevant supervisory experience – desirable	A/I
10	Practical experience of using relevant software packages, i.e. word processing, spreadsheets and databases	A/I/T

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
12	Excellent organisational skills	A/I
13	The ability to maintain and develop administrative systems	A/I
14	The ability to word process accurately at 35 wpm	A/I
15	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

<b>Prepared By:</b>	Tmasyn Lawton – Director - Apprenticeships
<b>Date:</b>	October 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test