

## Job Description

**Post Title:** Administrator  
**Area:** School Partnerships Team

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### Job purpose:

To provide a professional, efficient and excellent customer focused service to all staff, students and visitors as the first point of contact within the team.

Contribute to maintaining effective streamlined procedures, processes and systems to improve the service provided.

Contribute and maintain standards of excellence in service delivery.

### Main duties and responsibilities:

- Provide administrative support to the School Partnerships Team, updating and maintaining systems as appropriate, data inputting, answering the telephone, taking minutes of meetings and producing letters.
- Produce reports for partner schools around key factors including applications, progression, safeguarding information etc.
- Responsibility for distributing and monitoring annual School partnership contracts.
- Positively promote the College's School Liaison and Children's University activity including updating social media accounts, Facebook and Twitter etc.
- Assist team events such as annual Year 10 Taster Days, STEMplus, Children's University Graduation ceremony and 'MayHem!' event.
- Assist in the administration of all Children's University activity by managing the mailbox, monitoring online and liaising with schools and external partners.
- General office duties such as word processing of various documents, photocopying, filing, archiving.
- Deal with enquiries from staff and the public over the telephone, by email and in person.
- Participate in college wide enrolment duties as required.

## Responsibilities of all employees within Wakefield College:

- Demonstrate a commitment to College values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all College policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Are committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with College policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

For more information about working at Wakefield College please visit;  
[www.wakefield.ac.uk/jobs](http://www.wakefield.ac.uk/jobs)

## Personal & Professional Development

Participate actively in the College's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the College.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the College.

Participate in a minimum of 30 hours per year learning development.

## Context:

We are looking for an enthusiastic professional with high standards who will be fully committed to ensuring our students achieve their full potential. The post holder must be capable of working as a member of a team with a flexible and adaptable approach to work. Whilst the hours of work are normally 37 hours per week, the post holder will be required to be available to complete tasks in support of the College.

## **Relationships other posts in the College:**

Responsible to: Head of Alternative Curriculum & School Partnership  
School Partnership Coordinator

Liaison with: Members of the School Partnerships Team  
All Curriculum Departments across the College  
Student Experience Department

## Person Specification - Administrator

NOTE TO APPLICANTS – Please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
<b>Qualifications and Training</b>		
Educated to GCSE grade A* - C / 9 - 4 or equivalent in English Educated to GCSE grade A* - C / 9 - 4 or equivalent in Maths Safeguarding and Prevent training (or to be completed within one month of appointment) Word processing / ECDL / CLAIT or equivalent qualification and / or equivalent experience	E E E D	A A A, I A, I
<b>Relevant Experience</b>		
Responding to (non) routine correspondence Answering telephone queries Working in a busy office environment	E E E	A, I A, I A, I
<b>Skills &amp; Expertise</b>		
The ability to interpret data The ability to input data accurately Excellent administration and IT skills (MS office - word and excel) Excellent communication skills both verbal and written Good organisational skills The ability to form and maintain appropriate relationships and personal boundaries with all students High level of accuracy The ability to work as part of a team The ability to identify and take forward service improvements Knowledge of the principles of data protection	E E E E E E E E E D	I, T I, T A, I, T A, I, T A, I I, R A, I, T I, R A, I I
<b>Additional Factors Relevant To The Post</b>		
Ability to work in a busy office environment Commitment to providing a quality service Helpful and ability to promote customer care Adaptable to change Ability to work using own initiative in order to meet tight deadlines A commitment to the principles of Equality & Diversity	E E E E E E	I I I I I I

*Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.*