



## JOB DESCRIPTION



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| <b>Post:</b>                  | Administrative Assistant - Learning Services (Transition and Support)  |
| <b>Responsible to:</b>        | Learning Services Transition and Support Team Leader   |
| <b>Salary:</b>                | £18,278 - £18,618 per annum<br>Scale 2   |
| <b>Conditions of Service:</b> | Truro and Penwith College Conditions of Service  |
| <b>Main Purpose of Job:</b>   | <p>To assist with all administrative aspects of the Learning Services, Support and Transition Team.</p> <p>To assist in inputting the ALS data on unit-e for all mainstream students.</p> <p>To support the medical risk assessment process by requesting and collating medical information on all new students, inputting this information onto ALS.</p> <p>To provide the administrative support for the mainstream and foundation Education Healthcare Plan reviews.</p> <p>To support with the loan of IT equipment to students.</p> <p>To maintain a positive learning environment for students studying in learning centres.</p> <p>To provide administrative and initial customer enquiry support for the Learning Services Team. You will be expected to provide a welcoming, professional and supportive response to a range of people.</p> |
| <b>Specific Duties:</b>       | <p>Administrative functions e.g. post, processing internal and external correspondence, telephonist duties, receptionist functions.</p> <p>Utilise College systems for student data input and editing, for document storage and updating, and for information sharing across the team.</p> <p>Records management such as filing, archiving, retrieval of relevant physical and electronic files. Process records concerning students with medical information/SEN.</p> <p>Make available and update when necessary promotional and instructional materials in a range of formats for use by staff and students.</p> <p>Log equipment and maintenance faults as and when required.</p> <p>Take responsibility replenishing supplies of stationery and materials</p>   |

required for the smooth functioning of the team.

Undertake printing and copying tasks as required.

**General  
Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

# PERSON SPECIFICATION

## ADMINISTRATIVE ASSISTANT – LEARNING SERVICES (SUPPORT & TRANSITION)

Ideally, the person appointed will have the following skills and experience:

- A pro-active approach to work with an enthusiasm for working with young people and a real desire to provide an excellent service for learners.
- A significant amount of experience of working within an administrative support role.
- Excellent organisation skills and the ability to work well in busy environments.
- Accuracy in handling data and careful attention to detail.
- Excellent communication skills, both written and oral communication skills.
- Outstanding inter-personal skills in dealing with students, staff and members of the public.
- A high level of IT skills including experience of working with spread sheets, databases.
- Professional and business-like approach, able to represent the college and the Learning Services team positively.
- Ability to deal sensitively and fairly with people.
- Able to undertake flexible working hours as working pattern may include evening and weekend deployment.
- A commitment to undertaking continued professional development activities relevant to the post.
- Proven track record of team working.
- An awareness of and interest in education and learning support (particularly SEN documents e.g. EHCPs, IEPs, CAMFs)

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.