

Job Description

Administrator for Vice Principals and Special Projects

Reporting to Principal's PA



The key purposes of this role are to:

- Provide comprehensive high quality administrative support to the Vice Principals (VP) and designated managers working on Special Projects.
- Ensure a high standard of customer care for students, staff and stakeholders.
- Ensure excellent communication, adherence to deadlines and compliance with College processes.
- Ensure that College special projects are appropriately supported.

	This post is accountable for:
Provide comprehensive high quality administrative support to the Vice Principals and designated managers working on Special Projects.	Effectively managing where required: VP's calendars, meeting schedules and external contacts
	Providing administrative support to the VP's and, where directed, other staff working on special projects.
	Assisting with VP transport and booking arrangements for external events via the Principal's PA.
	Act as secretary where required for key meetings and, where relevant, minute taking or writing up of minutes notes, and ensuring actions are progressed.
	Assist with the organisation and management of events and contribute to the organisation of major cross College events as required.
	Working with HR to ensure the recruitment, interview and induction process for new staff is effective and runs smoothly. Taking part in the recruitment process where required.
	Act as cover when required for Principal's PA.
Ensure a high standard of customer care for students, staff and stakeholders.	Maintaining records, accounts, tracking and monitoring administration for special projects to enable accurate and timely reporting.
	Be a key point of contact for staff (including liaison with PT staff and assessors), students and parents, representing both College and VP's effectively.
	Assisting the Quality Officer when required. This may include assisting with interviewing students.
	Liaising with Principal's PA to understand overall College strategy and direction of approaches required centrally.

	Supporting central College events such as open days and awards evenings as required.
Ensure excellent communication, adherence to deadlines and compliance with College processes.	Ensure VP's are briefed and prompted regarding college initiatives, processes and deadlines. Tracking actions to ensure that they are resolved satisfactorily.
	Taking oversight (including proof reading as required) and assisting the Vice Principals with editing or composing materials.
	Briefing the Vice Principals on relevant issues arising that may have an effect on their duties (such as pre-empting engagements or awareness of future events).
	Liaising on behalf of the Vice Principals with other College functions and external agencies where relevant. Reporting on issues where necessary.
	Ensure a timely flow of required information from the VP's to other parts of the College including SLT, MIS, Marketing and HR. This may include compiling materials for meetings or reports.
	Intervene to help resolve minor issues and identify improvements in processes.
	Assisting with and/or facilitating delegated aspects of the application and enrolment process if required.
	Ensure key processes and documents are compatible with College Policies and are up to date and accessible.
	Ensure that all administrative requirements are met in a timely fashion.
Ensure that College special projects are appropriately supported	Support on designated cross-college initiatives, bid administration or special projects as required.
	Work collaboratively to ensure incremental improvements in College administration and communication.
	Provide cover when required in the absence of other Administrators.
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Level 3 qualifications	Degree level qualifications
SKILLS/ PERSONAL	Outstanding organisational and	Skills or experience in time

QUALITIES	interpersonal/team skills	management, prioritising
	The ability to relate to students quickly and effectively	
	Excellent customer service skills	
	Excellent written English	
	Strong monitoring skills	
	Outstanding communication skills, with the ability to work across and at all levels of the College, combined with the discretion and ability to maintain confidentiality	
	Strong IT skills (Microsoft Word, Excel and PPT)	
	Punctual and reliable	
	Ability to work flexibly to meet College requirements	
	Enthusiasm, drive and positivity, plus the ability to work with limited direction	
	Able to cope effectively when things go wrong or practical difficulties emerge	
EXPERIENCE		Higher level administrative experience

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

Indicators/ sources for reaching performance judgements (not exhaustive):
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> • Student Feedback (inc student survey) • Parent feedback • Vice Principals feedback • Observation • Dept compliance data • Timeliness and quality of Faculty documentation • MIS • Team (inc assessment) records • inc manager, peer and cross-college feedback

Administrator for Vice Principals and Special Projects

Required: 3rd January 2024

Contract: Full Time Permanent

Salary: Spot Point 37 (£25,760)

Dear prospective applicant,

Thank you for taking an interest in the position of Administrator for Vice Principals and Special Projects at Cirencester College. We are looking to recruit for this post for the start of January. This role is mainly about supporting our three Vice Principals and additional special projects. The aim of this letter is to supplement the job description and give you the chance to judge whether the job and College are right for you.

We are a positive, forward thinking, energised and top performing 6th form college, which was previously a tertiary college. The vast majority of our c3,000 16 to 19 year old students are doing level 3 programmes, either Vocational or A Levels, but the College is also one of the first across the country which has adopted the innovative new T level qualifications, and we're a sector leader in this field too. We also do offer some apprenticeships and, in the evening, we run adult classes and the Sundial Theatre. Our students (and staff) come from across Gloucestershire, North Wilts, Swindon and West Oxfordshire.



As you can see, the College is situated beside the beautiful grounds of Cirencester Park, just up the hill from the town. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run. You can see we have modern buildings on the majority of the estate. These have been constructed over the last 5 years or so as part of our ambitious Estate Strategy, aimed at bringing all of our built areas up to 21st century standards. In parallel we have a Green Campus strategy to enhance our outdoor spaces for staff, students and for nature. We are investing in creating nature corridors and new habitats across our site to promote biodiversity too.

I'm glad you've taken an interest in this role at our College. I'll go a bit further now and explain our context and give you a flavour of what the role will entail.

On a day-to-day basis you will be working directly within the Principal's office under the Principals PA, with work focussed on supporting our busy Vice Principals and also special projects that would typically be run by our Business Development Manager. These staff are all part of our Senior Leadership Team and are personally responsible for significant areas of the College business. Your enthusiasm, professionalism and utmost confidence in handling sensitive material will be critical to the role. A fine eye for detail, rapid response to needs, ability to handle change, and a sense of enjoyment in working with a busy and enthusiastic team would be useful too.

The work will be wide ranging and offer a good insight to the processes and workings of a modern teaching environment. We are very good at what we do and run a positive and aspirational College. For this to work we need positive and inspirational people working for us.

Working hours are 8:30am to 5:00pm Monday to Friday, but there may be occasions where weekend or evening work are required for events such as open days or awards evenings.

The Vice Principals are certainly at the centre of College business and their Administrator will have an exciting and dynamic job, making sure they are properly supported. The job-specification provides a list of the skills and experience we are looking for, but above all we need someone with the energy, attention to detail and imagination to help us achieve our College goals and who gets that ultimately it is all about service to our students.

Unlike schools, the college has its own pay scales and terms and conditions. We currently have approximately 350 staff including support staff, lecturers and managers. The post itself is on support terms and conditions.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue. This role plays a key part in enabling us to do this. If you think this matches your interests and aspirations, we look forward to receiving your application, which you should address to Human Resources. If you would like to visit the College or ask questions to find out more then, in the first instance, please contact the HR department hr@cirencester.ac.uk

I hope that this has given you a 'feel' for the role and, if you are still interested, I look forward to hearing from you.

Matt Reynolds
Principal