

### Job Description

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| **Responsible to: The Principal** Accountable to: Head of Student Experience |
| Actual salary: £18,236 - £18,966 (support staff pay spine points 3 – 6) |

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| **Duties and Responsibilities**:To provide administrative support within the Careers and Employability team assisting with the DBS process, organising and keeping up to date all records for work experience students and liaising with employers.  |

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| 1. To provide administrative support to the Careers & Employability team.
2. To support the DBS process for work experience students and this will include processing.
3. To book and co-ordinate Careers 1-1 and analyse usage figures.
4. Contacting employers during and after work experience placements for student safety checks and employer check-ins.
5. To be responsible for processing and filing paper based and electronic records for students undertaking work experience.
6. To be responsible for sending out letters and feedback forms to employers, students and parents.
7. To assist in providing termly feedback to Heads of Department.
8. To be responsible for updating the careers noticeboards and social media.
9. To be responsible for updating the employee and student database and coordinating data inputting.
10. To assist in the co-ordination of internal placements
11. To take minutes of meetings as and when required.
12. To provide emergency cover in other areas of the College as required. This may include Reception duties, examination invigilation and support, and covering for absent colleagues.
13. To undertake any other reasonable duties/activities as required by the Principal or designated alternative.
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**Person Specification**

| **ESSENTIAL** | **Method of Assessment** | **Short listing Column** |
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| * A good general level of education, likely to be beyond GCSE or equivalent. Level 3 qualification including GCSE Maths and English Language
 | A |  |
| * Keyboard skills and the experience of using Windows packages, spreadsheets and word processing.
 | A |  |
| * Recent experience of working in an admin post with minimal supervision.
 | A |  |
| * Positive attitude, appearance, voice, manner and telephone skills.
 | I |  |
| * Organised, with an ability to use time effectively, prioritise workload and work as an effective team member.
 | I |  |
| * A professional understanding of confidentiality, trust and discretion at all times.
 | I |  |
| * Recent experience of dealing with staff/customers/students.
 | I |  |
| * Recent experience of record keeping, to include paper based and IT records.
 | I |  |
| * Appropriate sense of humour, patience and professional conduct.
 | I |  |
| * Excellent communication skills using a range of different methods e.g. over the phone/via email
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| * Flexible to work additional hours when necessary
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| **DESIRABLE** |  |  |
| * Willingness to undertake further study.
 | I |  |
| * Experience of working in a College/School environment, with knowledge of the incorporated FE sector.
 | A |  |
| * The ability to speak other languages.
 | A |  |
| * Experience of dealing with problems under pressure.
 | I |  |

A = Application form I = Interview

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| **Notes:**The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment and our equal opportunities policy.This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.This job description is not necessarily a comprehensive definition of the post and is subject to review following consultation.**This post is subject to enhanced disclosure from the Disclosure and Barring Service.** |
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| **Gateway College is subject to the Safeguarding Vulnerable Groups Act 2006 which requires that any candidate appointed must produce:*** **A DBS clearance certificate**
* **Proof of identity**
* **Proof of qualifications**
* **Proof of the right to work in the UK.**

**All of these documents must be produced BEFORE commencement of employment.** |

Gateway College is an equal opportunities employer, committed to equality in employment and services.

Mission Statement: Striving for excellence in education and all we do