



As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Catering Technical Administrator?**

Job Title	Catering Technical Administrator
Ref No.	ME2425108
Department	Catering
Reporting to	Catering Services Manager
Location	Northampton, Booth Lane Campus
Salary	In the range of £25,798 - £28,513 per annum pro-rata, actual salary in the range of £12,354 - £13,654 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
Hours	20 hours per week, 40 Weeks per year
Contract Type	Permanent, Part Year

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year *****Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata*****
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

The Catering Administrator role is essential to the core operation of the College. The role is responsible for ensuring all information and data is acquired and processed in a manner that supports the complete function of the Catering team. The nature of the role involves database maintenance, dealing with enquiries from contractors, staff, and occasionally students.

Main Duties and Responsibilities

1. To maintain accurate departmental records, including Catering Team training records, and general administration duties.
2. To support the administration of holiday requests, pay claims, and sickness records on HR/Payroll systems.
3. To maintain incident/accident reporting records and distribute reports.
4. To maintain and update all Health & Safety/COSHH risk assessments.
5. To support with staff recruitment administration and staff uniform purchase.
6. To process financial documents in collaboration with the Finance Team and EBIS.
7. To assist with the procurement of goods and services, obtaining quotes for Capital Bids, one off purchases and annual contracts.
8. To create templates for any day-to-day documentation using Microsoft Excel or Word.
9. To update the College's Insurers database with accurate data and maintain lease agreements on rental equipment.
10. To provide administrative support and meet and greet for the Catering Team, for contractors and visitors, acting as a clerk for meetings if requested.
11. To manage college archiving and confidential waste.
12. To contribute to reporting processes using information from across the College.
13. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level 	<ul style="list-style-type: none"> Level 3 qualification in Business Administration
Knowledge	<ul style="list-style-type: none"> Knowledge of database and spreadsheet software packages. Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to effectively communicate in writing, verbally, and through active listening, with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems including Microsoft Word, Excel and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times Demonstrated ability to maintain confidentiality and diplomacy in communications with various stakeholders. Skill in devising and maintaining effective administration systems, with high attention to detail and a commitment to continuous improvement and learning. 	
Experience	<ul style="list-style-type: none"> Experience of working with individuals at all levels in a professional, welcoming, and helpful way with the ability to be assertive and diplomatic. Experience of working with young people. 	<ul style="list-style-type: none"> Experience of working in the education sector and or Catering
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments Priorities the needs of the team, customer, and the organisation 	

	Essential	Desirable
	<ul style="list-style-type: none"> • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

