



As one of the top 10 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 **School Administrator?**

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|----------------------|---|
| Job Title | School Administrator - Maternity Cover |
| Ref No. | ME2425114 |
| Department | Science, Technology, Engineering and Manufacturing |
| Reporting to | Curriculum Manager |
| Location | Northampton, Booth Lane Campus |
| Salary | <p>In the range of £25,798 - £28,513 per annum</p> <p>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.</p> |
| Hours | 37 hours per week, 52 Weeks per year |
| Contract Type | Maternity Cover - Post is fixed term maternity cover for a period of 1 year or until the post holder returns, whichever is sooner |

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
- ▶ 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

To undertake a wide range of administration duties required to support College teams to work effectively and efficiently for the benefit of staff and students.

Main Duties and Responsibilities

1. To provide effective communication with a range of individuals including staff, students (16-18-year-old and adults), parents/guardians, stakeholders, and visitors to the College. Interacting either face-to-face; via email; by Microsoft Teams, or telephone to ensure timely and suitable responses to enquiries.
2. To check, sort, and redirect communications, including internal and external post, emails, and telephone messages as appropriate.
3. To support the administration of student and parent/guardian meetings. For example: disciplinary meetings; progress reviews, and parents'/ guardians' evenings.
4. To produce standard and non-standard letters and reports using information or data from College Information Technology (IT) systems and Microsoft Office.
5. To generate and process requests to order goods and services, for example: stationery, teaching resources, and equipment.
6. To support teaching teams in arranging trips, visits, guest speakers or school events.
7. To work with Human Resources to support the arrangement of candidate interviews and print/distribute interview packs.
8. To support the School in recording and reporting School data, for example: attendance and room timetables.
9. To provide administrative support to the Assistant Principal and/or Curriculum Managers. For example: minute taking; filing; production of documents, and general housekeeping.
10. To provide administrative support for University and Colleges Admissions Service (UCAS) under the Curriculum Manager's/Managers' guidance.
11. To work effectively with all cross-College departments, including, but not limited to, Student Services, the Enrolment Centre, Examinations, Estates, Human Resources, and Finance. Ensure timely and accurate responses to queries or requests.
12. 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"> 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 | |
| Experience | <ul style="list-style-type: none"> Experience of working in a fast- paced administrative role Experience of delivering high quality customer service | <ul style="list-style-type: none"> Experience of attending meetings and minute taking |
| 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 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.

