



Unlocking potential, changing lives

Job Title	Administrative Assistant (Quality and Teaching Excellence)
Location	Skipton, multi site
Rate of pay	Craven College Harmonised Scale
Post No	B286

JOB PURPOSE

To provide a comprehensive, quality, administrative service to the Quality and Teaching Excellence Team, in line with the needs of the College.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

Supporting the Quality and Teaching Excellence team with administration requirements, as follows: -

- To provide general administrative support for the Quality and Teaching Excellence Team, including spreadsheets, word processing, proof-reading, electronic filing and record keeping;
- To liaise effectively with relevant staff, students and partner awarding organisations, as required;
- To assist with data management such as student survey results, lesson observations and staff training etc;
- To maintain accurate records to track/monitor activities and produce relevant statistics for reports as required;
- To schedule lesson observations and assist with the planning of professional development programmes;
- To assist with College events;
- To schedule and minute meetings, including the collection and collation of reports in preparation;
- To organise day-to-day work activities in order to meet pre-determined deadlines;
- To be fully conversant with and implement all the College's policies including data protection, Health and Safety and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To work flexibly and effectively as part of the team;





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- To participate in regular team meetings and personally contribute to the development and promotion of the College;
- To participate in the College's Appraisal scheme and undergo further professional development in line with the needs of the College;
- Any other duties commensurate with grade and status as may reasonably be requested.
- To undertake any other reasonable duties and responsibilities as may be required

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.





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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

- Minimum 4 GCSE A*-C or equivalent including maths and English;
- Good IT Skills;
- Experience of establishing and maintaining spreadsheets;
- Excellent written and verbal communication skills including customer service skills;
- Recent, relevant experience of providing a general administrative service;
- Excellent organisational skills with experience of planning, organising and prioritising work to meet pre-determined deadlines;
- Excellent attention to detail and the ability to work with accuracy and to a consistently high standard under pressure;
- Ability to deal with personal information in a confidential and sensitive manner;
- Ability to assimilate and present full and accurate information clearly;
- Ability to interpret and apply procedural and guidance notes and instructions;
- Experience of working on own initiative and as part of a team;
- Willingness and ability to work flexibly to meet the needs of the College.
- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.

Desirable Requirements

- Experience of working in an educational environment

CONDITIONS

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post





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VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

- 1.0 We are ambitious for our students and staff, striving for excellence in all we do
- 2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
- 3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
- 4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

