

Catch22 College Administrator

Job Description and Personal Specification

Role:	Catch22 College Administrator
Place of work:	Catch22 College
Hours of work:	Monday to Friday, 20-25 hours per week, Term Time Only
Salary/Grade	£16,835.00 - £19,429.22 Grade B (Zone 3 – Midlands)
Reports to:	CLL/Lead Teacher/Centre Manager
Level of screening:	Enhanced DBS

About Catch22

A forward looking social business, Catch22 has more than 200 years' experience of providing public services that help people turn their lives around. We work with troubled and vulnerable people, helping them to steer clear of crime or substance misuse, do the best they can in education or employment and play a full part in their family or community. Our vision is a strong society where everyone has a good place to live, a purpose and good people around them, no matter what their background.

Catch22 College

Catch22 College is the collective name for 12 sites we have across the country delivering academic and vocational training programmes for young people aged 16+ who, for whatever reason, are not suited to a mainstream college setting. Our College site, like all our others, provides learners with a highly supportive environment where they have access to opportunities to build up their confidence and self belief, and to gain new skills and experiences that will help them to achieve their goals in life. We exist to help our learners *find their future*.

Role Summary

To provide day to day administrative support that will ensure an effective and professional service is delivered across the College Provision. The administrator will be the first point of contact for many visitors and callers to the College, so therefore will be important in the promotion and friendly welcome to students and public alike.

Main Duties & Accountabilities

- To support with the day to day running of the College, answering phones, managing the post systems, ordering and replenishing refreshment and stationary
- To oversee attendance monitoring, calling students, writing letters inputting on to online registers
- To support the team with any admin related tasks such as booking meetings, arranging refreshments for meetings, writing letters, shredding, photocopying etc.
- To complete learner bursary spreadsheets and send to finance in line with deadlines
- To facilitate communications between Head Office, the Directorate and the Programme in order to ensure effective support for the network.
- To promote a positive image of Catch22 by providing the first point of contact to students and parents at the reception of the College and deal with any problems that arise in the first instance or refer onto the relevant staff so they are dealt with in a timely manner
- To use the electronic purchase order system to raise purchase orders, requisitions and receipt of goods. To deal with enquiries relating to purchase orders and requisitions from suppliers, finance and accounts payable.
- To oversee the Petty Cash systems and ensure that this is replenished in a timely manner so as not to affect the smooth running of the service
- Answer the phone and take accurate messages or refer callers as required and monitor the central College email and calendar
- To type letters, reports, minutes, scan and undertake photocopying as required to a high and accurate standard.
- To create, record to and collate data via Excel spreadsheets
- To observe confidentiality at all times.
- To act as a, First Aider and Fire Warden in the College undertaking relevant duties / responsibilities and training as required.
- To act as Exams Administrator to the College's Awarding body, enrol students onto the relevant course, and apply for certification on completion. Ensure that certificates are distributed in line with procedures.

- To seek to improve his/her own performance, contribution, knowledge, skills and participate in training and developmental activities as required.
- To develop and maintain good and effective working relations with team colleagues, statutory and other voluntary agencies.
- To ensure the implementation of Catch22 Diversity and Equality policy in its widest sense.
- To comply with Health and Safety policies and procedures.

This job description needs to be considered in the context of a developing and evolving area of service delivery and therefore the duties described above will need to be adapted to meet the needs of the project.

Organisational Relationships

Our College Administrator will:

- Report directly to the Catch22 College CLL/Lead Teacher/Centre Manager
- Work in close collaboration with the rest of the College team.
- From time to time, work in partnership with other Catch22 staff across the country focused on securing young people work experience placement on other progression opportunities, to share best practice, lessons learned, etc.

Catch22 College Administrator: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATION	At least a Level 2 Qualification in English and Maths.	A Business Administration qualification Shorthand qualification	Certificate Interview
KNOWLEDGE/ EXPERIENCE	<p>Proven experience of working in an Administrative capacity</p> <p>Sound practical knowledge of common ICT software packages, especially MS Office (Word, Excel, PowerPoint, Outlook, etc.).</p> <p>Proven ability to communicate effectively at all levels and build sound relationships</p> <p>Experience of creating, monitoring and collating data from Excel spreadsheets</p> <p>Knowledge of finance, invoicing and administrative systems</p> <p>Able to draft own correspondence and proof read</p> <p>Able to develop and follow administration & finance procedures</p>	<p>Experience working within a school, college or other educational setting</p> <p>Experience working in a setting with vulnerable/ challenging young people</p> <p>Experience of data entry onto databases</p>	Interview

	Ability to take minutes.		
SKILLS & ABILITIES	<p>Ability to build and develop good working relationships at all levels, internally and with outside organisations</p> <p>Ability to operate in a fast paced, challenging and diverse environment</p> <p>Excellent telephone manner</p> <p>Able to effectively prioritise and manage workloads</p> <p>Able to work under pressure using own initiative</p> <p>Maintain confidentiality at all times</p> <p>Excellent time management and organisational skills</p> <p>Attention to detail</p>		Interview
OTHER	<p>Willingness to work additional hours from time to time when there is a need to 'get the job done'.</p> <p>Commitment to upholding and promoting Catch22's values</p> <p>Commitment to promoting quality in every way, and to celebrating the diversity of our learners, staff and partners.</p>	Full driving licence and the use of a car for work purposes.	Interview