
Job Description for Personal Development Administration Assistant

Reporting to: Assistant Principal: Student Personal Development

Based at: New College Pontefract

Paid at: NCLT College Support Band D (points 3-6)

OVERALL PURPOSE OF THE POST

- To register and supervise students in the Intervention and Support Centre (ISC) at the college.
- To work in collaboration, to deliver equality and diversity activities, events and publicity for the college and wider trust.
- To support teaching and support staff in the administration related to student personal development activities
- To support the careers team in the administration related to careers and progression activities

MAIN DUTIES

Personal Development Administration

- To support the administration and reporting of enrichment activities including extra-curricular enrichment, super-curricular enrichment and careers/progression related enrichment
- To support the administration and reporting of trips and visits including those arranged by subject departments, enrichment leaders and the careers team
- To support the smooth running of trips and visits by acting as a nominated first aider as required
- To support the data analysis and tracking required to monitor the participation of different groups of students in enrichment activities including students with socio-economic disadvantage and SEND
- To support the careers team in the administration relating to UCAS, apprenticeship and employment applications
- To support the careers team in the administration relating to work experience and volunteering
- To support the collection and analysis of Destination Data.
- To support careers events at the College for prospective students and parents/carers.
- Supporting college wide events in the Freddie calendar as appropriate and work with other teams in college where required.
- Provide administrative support for trips and visits through monitoring the Evolve system and supporting trip leads with completion of registers, cedar posts, whilst ensuring procedures have been followed.

ISC Supervisor

- To supervise the ISC facility to ensure that use is appropriate and that standards of conduct are acceptable, reporting any issues to your line manager initially.
- To take electronic registers of students using the facility and use Cedar to text students as necessary.
- Liaise with subject teachers/Progress Tutors as necessary and record information on Cedar.

- Undertake general administrative tasks under the direction of Progression Manager, Student Services or other appropriate departments within college as and when required and to accommodate ISC responsibilities.
- Maintain the facility, according to the specification provided, to ensure a safe and pleasant environment for students.

First Aid

- Assist in safe evacuation of the building in the event of an Emergency Evacuation. Assist other members of staff in the event of a 'lockdown'.
- Provide significant first aid cover (each afternoon) as part of a broader rota system to students, staff and visitors as and when required.

Undertake other tasks in other areas of the college, as part of the wider support staff as and when required and directed.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Personal Development Administration Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in an administrative role. • Experience of using Microsoft Word and Excel to an intermediate level. • Experience of using computerised administration systems. 	<ul style="list-style-type: none"> • Experience of working in an administrative role. • Previous experience of working in a school or college
Education and Training	<ul style="list-style-type: none"> • Good standard of general education at GCSE level or equivalent. • Excellent word processing skills. • High level of IT skills. • Willingness to undertake further training relevant to the post. 	
Special Skills and Knowledge	<ul style="list-style-type: none"> • An understanding of how to handle sensitive data of a confidential nature. • Attention to detail/accuracy. • Excellent organisational skills. • The ability to behave in a corporate way, communicating and promoting the college's vision and values to staff and students, stakeholders and partners, and contracted staff. • The ability to think and plan creatively. • The ability to handle pressure, to prioritise tasks and to meet deadlines. • Customer services/care approach to work. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • The ability to communicate effectively with a wide range of individuals and groups, both verbally and written. • Good problem-solving skills. • Ability to work effectively as part of a team but also to work using your own initiative. 	
Additional Factors	<ul style="list-style-type: none"> • An interest in the education sector. • Willingness to contribute to whole college events. 	

	<ul style="list-style-type: none">• A supportive and empathetic approach to students.• Ability to cope with unexpected situations• Flexible approach to work – ability to work early mornings/late evenings when required.• Enthusiasm and commitment for the post	
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