



Job Description for FE (Further Education) Administrator

Core function and purpose:

- To ensure the efficient running of the FE Office (Further Education 16-19 Years)
- To ensure efficient channelling of communication throughout the College
- To ensure that visitors and callers are received according to the College's values of respect and courtesy

Outline of General Duties:

- Reception duties and efficient handling of telephone calls into the FE Department
- Updating the office and SIMS diaries
- Assisting with production of student letters and flyers on request from teaching members of staff
- Recording of telephone messages for members of staff
- Filing of student records on a weekly basis

SIMS and other Online Tasks:

- Maintaining list of Parents' email addresses in SIMS
- Update student records in SIMS
- Website and ParentMail admin for communication with parents
- Maintaining reference file for documents produced for teaching staff
- Liaise with front office for Absence/Attendance reports
- Process leavers and arrange moving of files to front office
- General Housekeeping

FE - Admin Tasks:

- Receive and record money from Pupils using School Fund
- Pass all payments to Business Manager ensuring balance is reconciled in school fund
- Produce letters and report for teaching staff as required
- Produce trip lists
- Arrange and organise Work Experience placements
- Typing of student reports
- Receive and record dinner money for students and staff
- Arrange Parent evening, transition evening and open events as required
- Emails and correspondence for FE department
- Adhoc tasks are directed by relevant staff

Personal effectiveness:

- Take responsibility for improving personal effectiveness through involvement in training, mentoring and coaching, discussion and questioning, self evaluation, Performance Management and personal goal setting

- Promote inclusion, equality and fairness; celebrate difference, diversity, and individuality; be non judgemental of student difficulties
- Adapt and modify approaches and strategies to ensure that the reasonable needs of individual students and adults are met; including use of appropriate language and communication
- Ensure effectiveness by building positive, meaningful, and respectful relationships with students and staff
- Ensure that at all times, positive, respectful attitudes and behaviour are modelled and promoted

Management and accountabilities:

- The postholder will be managed on a day to day basis the School Business Manager
- The postholder is accountable to the Headteacher
- Front Office Staff may be required to work in any part of the College or redeployed at short notice within the College to meet day to day operational requirements, and may be required to undertake any reasonable duties, or comply with any reasonable request, from the Headteacher, or the delegated manager, that fall within the general scope of this job description and meet contractual obligations