



Harrison College – Administrator

Job Description

Post Title: Administrator
Responsible to: Principal

Introduction

Harrison College aims to develop a high quality, learner centred provision focussing on individual success, excellence and securing opportunities for the future via a business and enterprise specialism. The provision will be a Specialist Post 16 Institution for learners leaving Year 11 or Year 13 mainstream education with an EHCP.

Vision

A specialist post-16 institution providing a challenging, future focussed provision.

Mission

To create an inclusive, business and enterprise provision where learners can thrive, placing no limits on what can be achieved no matter their background or starting point, leading to a secure and prosperous future.

Values

Lead, Believe, Achieve, Exceed

Lead

Inspire yourself and others to do more, learn more and become more

"The people who are crazy enough to think they can change the world are the ones that do." Steve Jobs

Believe

Believe in yourself and all that you are. Know that there is something greater inside you than any obstacles in your way

"Believe in yourself and you are halfway there" Theodore Roosevelt

Achieve

Have the strength of character to believe that no limits can be placed on what you can achieve

"Success isn't about how much money you make; it's about the difference you make to people's lives."

Michelle Obama

Exceed

Expectations of us are there to be broken, our dreams are there to be realised

"We are what we repeatedly do. Excellence therefore is not an act but a habit." Aristotle

Core Purpose

To assist the service in the provision of Further Education and Vocational programmes and instruction to students at the service aged 16 and over. The job involves; working closely with the Principal, other tutors and employees within the multidisciplinary setting. The role also calls upon the skills required to manage and review the learning and attainment for the adult provision with the remit of the post. A key element of this post is seen as the supervision, appraisal and mentoring of employees falling within line management responsibilities.

- Preparation of word processing/excel spreadsheets as required.
- Receptionist to the college sites to include diary maintenance.
- Maintenance of the college website in conjunction with the Principal
- Administration support to SEN Officer at annual review of Student Education, Health and Care Plans (EHCP) as required.
- Premises maintenance of sites in line with Health & Safety requirements
- Site co-ordinator and fire warden in the event of a fire alarm and the evacuation of the site.
- Maintaining Petty Cash records.
- Ordering and distribution of student clothing.
- Maintaining college policies ensuring these are kept up to date.
- Recording and distribution of student medication as required.
- Ensure that the College is GDPR compliant and deal with any breach of data
- Address ICT issues and liaise with ICT provider as required
- Be familiar with and ensure compliance with all current legislative requirements, i.e. data protection, copyright and computer misuse etc., and advise staff, as appropriate.
- Undertake training and development relevant to the post and in line with the college's developing profile
- Housekeeping and general hospitality for all visitors to the college.
- Managing the Student Transport arrangements.
- Liaising with agencies such as the College Medical Team and Educational Psychologists etc. re appointments/enquiries as required.
- Prepare reports, letters and circulars for distribution to parents, carers and outside bodies as requested.
- Pupil Data Record Management to include recording of attendance in conjunction with the Data Manager.
- To undertake filing of correspondence and to create and dispose of files/paperwork as required.
- To maintain the tidy and clean appearance of all equipment and areas of the college sites
- Any reasonable request from the Directors, Principal.
- Administrating the organisation of staff training and updating the master training matrix and each individual staff training sheet
- Ordering of all college stationery/consumables

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

The Board of Directors retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.