



Applicant Information Pack

Administrator

Salary: From £18,593 - £19,719

Closing Date: Wednesday 28th September, 4:00pm





Direct Line: (01782) 854210
E-mail: HR@stokesfc.ac.uk

Tuesday 13th September 2022

Dear Applicant

Quality & Senior Management Team Administrator

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to HR@stokesfc.ac.uk All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting information is the only information that we will have in deciding whether or not you will be shortlisted for an interview. Please do not attach a curriculum vitae or additional sheets as these will not be considered.

As part of the College's efficiency measures we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact me in the HR Department on (01782) 854210. A College Prospectus is available upon request.

Thank you again for your interest in the post and I look forward to receiving your completed application by 28th September, 4:00pm.

Yours faithfully,

Mark Kent, College Principal

About The City of Stoke on Trent Sixth Form College

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD college. As the first purpose built Sixth Form College in the country, for over 50 years we have been delivering post-16 education to students. We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships. With a wealth of experience, we are experts in the field of providing high quality education for all. The College's mission is 'A caring community, delivering excellence and inspiring futures.'



With over 60 courses available, this education goes well beyond success in qualifications, encompassing a wide range of clubs, societies, trips, work experience and extra-curricular experiences to inspire and develop the wider skills of every student. In a team of over 185 staff we are devoted to preparing over 1800 students to achieve more, making a meaningful impact on the world.

We are committed to constantly improving the quality of teaching, learning and assessment and inspiring our students to achieve more. In October 2017, Ofsted Inspectors graded the College 'Good' with several excellent features and praised staff and students for creating a supportive learning community.

Stoke-on-Trent is a unique city affectionately known as The Potteries with lots to see visit and explore. The College is located at the heart of Stoke on Trent, adjacent to Stoke Railway Station providing excellent travel links, we are in easy commuter distance, within up to an hours travel time from Birmingham, Nottingham, Manchester to name a few.

In September 2017, the college became the founding member of [The Potteries Educational Trust](#). Since then we have continued to grow working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our students, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression. These include:

- *A NEW Digital Centre (opened in 2021) which includes the higher education hub and state-of-the-art computing labs.*
- *A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023.*
- *Shared usage of a specialist science Centre with university standard laboratories.*
- *High quality dance studio and performing spaces.*
- *Digital creative suites and art workshops.*
- *Sport and Leisure Facilities at Fenton Manor Sports Complex and Staffordshire University*
- *Refectory and coffee shop*



Our Employee Benefits

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.



A CARING COMMUNITY, DELIVERING
EXCELLENCE AND INSPIRING FUTURES

The City of Stoke on Trent Sixth Form College is a thriving, lively and successful Sixth Form College, at the heart of the University Quarter in Stoke on Trent. The College is part of the Potteries Educational Trust working collaboratively with educational institutions from across Stoke on Trent and Staffordshire. The College is currently graded Good by Ofsted.

We have fantastic opportunities for innovative, ambitious and committed individuals to join our college at a time of exciting curriculum initiatives and developments. The successful applicants will join the college at a time of growth and opportunity. To deliver our expanding provision, the college has invested in:

- A state of the art digital facility that opened in November 2020
- A specialist facility to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023
- Specialist equipment that enables teachers to provide high quality learning and skill development experiences for our young people.

We are actively seeking people with passion, expertise and who are excited about supporting students on their career journey.

Quality & Senior Management Team Administrator

(Full Time, 1 Year Fixed Term, with possibility to extend)

Salary: £18,593 - £19,719

Benefits include annual leave, pension scheme, free on-site parking

We are looking to appoint an Administrator to provide comprehensive and professional administrative support to the Quality Team and the High achievers team and to assist with the smooth running of the office. The post holder will also assist PA and administrative support to the College Senior Management Team as appropriate.

If we receive a high volume of applications we reserve the right to close any vacancies from further applications. Please ensure you apply without delay if you wish to be considered for this role.

For further details and an application form please visit the College's website: www.stokesfc.ac.uk, or email HR@stokesfc.ac.uk. Alternatively, telephone Human Resources on (01782) 854210.

The College is committed to Equal Opportunities. Applications are particularly welcome from members of the ethnic minorities who are currently under represented at the College.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the College.

Job Description

Quality & Senior Management

Team Administrator

Full Time, Whole Year, 1 year fixed term (with possibility to extend)

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|--------------------|---|
| SALARY: | Scale 3, £18,593 - £19,719 |
| LOCATION: | City of Stoke on Trent Sixth Form College |
| REPORTS TO: | PA to the Principalship Quality Officer DTLA (High achiever co-ordinator) |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

POST OBJECTIVE

- To provide comprehensive and professional administrative support to the Quality and Senior Management Team and to assist with the smooth running of the office.
- To assist with PA and administrative support to the College Senior Management Team as appropriate.

GENERAL DUTIES AND RESPONSIBILITIES

- To participate in College processes as required.
- To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To work flexibly in the interests of the College as required.
- To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.

- To be a nominated first aider and undertake relevant training as necessary.
- To be aware of the policy, procedures and safe working practices expected of all staff relating to the processing of personal information and Data Protection.

POST SPECIFIC DUTIES AND RESPONSIBILITIES

- To provide PA and administrative support as required across a range of areas, including managing diaries, responding to external enquiries, facilitating and taking minutes of college business meetings and monitoring completion of actions.
- To take an administrative lead on developing the college system for measuring and reporting on the quality of teaching and learning through Lesson Visits and other quality improvement initiatives, ensuring effective reporting via Microsoft 365.
- Maintain high levels of accuracy in collating and logging data from Lesson Visits and other quality improvement initiatives to allow timely and effective reporting and analysis by the Quality Officer.
- To produce accurate data and information to inform relevant reports for senior management.
- To support the quality team in administering other quality improvement initiatives including but not limited to internal Subject Showcases.
- To take a lead in administering the college Self-Assessment and Quality processes by organising and facilitating internal quality meetings including Quality Assurance Conferences (QACs).
- To take responsibility for maintaining a robust Microsoft 365 filing system to allow efficient sharing of SAR and QIP reports and collating SAR evidence for Curriculum Managers.
- To support the Assistant Principal in facilitating college Teaching and Learning Working Groups where required, including organising meetings, producing minutes and following up on actions.
- To provide administrative support to the Quality Officer in the implementation of the college's Student Voice and Student Leadership initiatives, including but not limited to, taking responsibility for facilitating Student Parliament meetings and the Course Representative process.
- To support the Quality Officer and Assistant Director of Teaching and Learning in the deployment of Student Surveys.
- To provide organisation and administrative support to the Director of Teaching and Learning in the implementation of the High Achievers programme and other projects, including but not limited to, organising student events and trips, liaising with internal and external High Achievers contacts, communicating with students and partners, servicing meetings and providing on-the day support at events and trips.

- To administer student disciplinary panel meetings, including selecting appropriate panel members, solving scheduling conflicts, sending correspondence to parents and maintaining accurate records.
- To meet and greet visitors and ensure that appropriate arrangements have been made for example, room bookings and arrangement of refreshments as necessary.
- To ensure the smooth running of the office by monitoring and placing orders for stationary and kitchen stock, maintaining the professional appearance of the office and reporting maintenance issues.
- To process booking requests for the boardroom and service meetings where appropriate including furniture layout, AV requirements and refreshments.
- To maintain efficient systems in filing, photocopying and distribution of documentation initiated, responded to and/or received.
- To produce a range of documents to a high standard of presentation and accuracy, including proof reading of these documents.
- To assist with updating and maintaining various computerised records and systems across the College.
- To provide general support across all areas of the College, for example, assisting with preparations for and participating in college events as necessary.
- To undertake other reasonable duties commensurate with seniority and grade.

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSED BY <i>(Application, Task, Interview)</i> |
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Qualifications

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| Qualified to Level 3 or equivalent | ✓ | | Application |
| Administrative qualification or relevant experience | ✓ | | Application |

Professional development, skills, experience and knowledge

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|---|---|---|-------------------------------------|
| Previous experience in an administrative environment | ✓ | | Application, interview, observation |
| High level of ICT skills across a range of systems | ✓ | | Interview, Task |
| Accuracy and attention to detail in all aspects of work | ✓ | | Task |
| The ability to seek and accept guidance and engage with appropriate lines of reporting | ✓ | | Interview |
| The ability to work on own initiative and as part of a team | ✓ | | Interview |
| Flexibility and ability to adapt to changing work priorities and daily requirements | ✓ | | Interview |
| Experience of servicing and organising meetings, including agenda setting and production of timely and accurate minutes | | ✓ | Interview |
| Ability to build and manage relationships with a range of internal and external stakeholders at varying levels of seniority | ✓ | | Application, Interview |

Personal skills and attitudes

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|--|---|--|-----------|
| Excellent organisational and prioritisation skills | ✓ | | Interview |
| Ability to observe and maintain high levels of confidentiality | ✓ | | Interview |

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| Commitment to on-going professional learning and development and engagement in up skilling in undertaking qualifications as required | ✓ | | Application form, Interview, |
| Excellent interpersonal and communication skills both in written and verbal forms | ✓ | | Application form, Interview, |
| Commitment to professionalism, | ✓ | | Application/ Interview |
| Must accept and actively support the College's values including equality and diversity | ✓ | | Interview |
| Flexible approach to work and working hours, ensuring availability for late afternoon and evening meetings. | ✓ | | Application, Interview |
| A keen eye for accuracy and attention to detail in all aspects of work | ✓ | | Interview |
| A positive and friendly approach to young people and ability to relate well to staff, students, visitors | ✓ | | Interview |

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the College.