



Vision Business Support Services is a subsidiary company of West Nottinghamshire College

Business Administrator (including Reception duties)

Full-time 37 hours

Central Curriculum Administration Team

VBSS22.44

1. The Appointment

You will have recent, relevant practical experience combined with excellent organisational, administrative and secretarial skills. You will have a working knowledge of office technology packages, including word processing applications, databases and spread sheets. Ideally, you will be qualified in Business Administration to Level 3.

You will have excellent interpersonal and communication skills as you will often be the first line of contact for both internal and external enquires. You will also be required to work with the central curriculum administration team. You should be flexible and adaptable, be able to work under pressure to tight deadlines and maintain accuracy and quality of outcomes at all times. You will be required to work alongside the team and on your own initiative as required.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets.

You will be expected to embrace and embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To be based on Reception and respond to both staff and student queries at our Chesterfield Road site.
- b) To provide clerical and administrative support to the curriculum to a high standard of accuracy and presentation, to include general correspondence and reports, whilst undertaking efficient execution of general office duties.
- c) To contact absent learners in line with the college attendance procedure.
- d) Maintain and provide accurate management information to support the work of the curriculum.
- e) To maintain all associated documentation, files and records and make available for inspection or audit if requested to do so.
- f) Compile and order all stationery requirements for the curriculum area.

- g) Using the appropriate method ensure all learner registration and achievements are entered effectively and within appropriate timescales to achieve timely frameworks.
- h) To liaise with cross college functions to support school activity.
- i) To arrange and service team meetings, organise diaries, distributing agenda, take notes and prepare minutes for the team meetings and if required cover the school meetings.
- j) To book additional accommodation/facilities/activities as directed by curriculum.
- k) To ensure bookings and documentation for learner visits are fully completed and in line with relevant college procedures. Maintain auditable records of visit provision.
- l) Support the curriculum area's risk assessment process.
- m) To ensure all enrolments and achievements are logged accurately.
- n) To liaise with internal and external customers and agencies as necessary.
- o) To maintain strict confidentiality and discretion at all times.

2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- b) To apply the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Level 3 qualification in Business Administration	✓	
Maths to at least level 2	✓	
English to at least level 2	✓	
IT to at least level 2	✓	
Experience		
Recent relevant experience of working as a Business Administrator (evidenced).	✓	
Recent and Relevant experience of working on a Reception.	✓	
Maintaining accurate and current databases	✓	

	Essential	Desirable
Collate and present accurate and current data	✓	
Taking accurate notes at meetings and compiling minutes		✓
Use of Microsoft office, including Word, Excel and Access	✓	
Skills /Knowledge		
Excellent knowledge of office technology packages	✓	
Excellent interpersonal and communication skills	✓	
Excellent organisational, administrative, planning and secretarial skills	✓	
Knowledge of financial procedures and regulations	✓	
An ability to maintain strict confidentiality and discretion at all times	✓	
The ability to work under pressure and to tight deadlines	✓	
To ability to work independently, without close supervision using own initiative as required	✓	
The ability to plan and prioritise	✓	
Able to articulate clearly and objectively both verbally and in writing at all levels	✓	
Qualities/Approach linked to college values		
Maintain accuracy and attention to detail in all tasks	✓	
Accountable	✓	
Flexible and responsive with 'can do' approach	✓	
Calm in a crisis	✓	
Committed, loyal and reliable	✓	
Set high standards for self and others	✓	
Able to be assertive when necessary	✓	
Ability to keep to deadlines	✓	

4. Position within the College

The post-holder will be within the college Central Administration team and report to the Manager.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services contract and is subject to those terms and conditions.
- b) The salary will be Support Band 3, £18,470 per annum.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave, plus bank holidays. Up to 4 days leave can be directed for efficiency closure (pro rata entitlement for part time).
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder will be based at our Chesterfield Road site, although you may be located at any West Nottinghamshire College Group Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to return their application form by **5pm on Friday 24th June 2022**.

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.