

## Administration Officer

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**Department:** CYPES  
**Section:** Jersey College for Girls  
**Reports to:** Business Manager  
**JE Ref:** CYP1205

**Grade: CS6**

**JE Date: 08/02/2024**

### Job purpose

To provide a comprehensive and confidential secretarial and administrative function to the Senior Leadership Team, Heads of Schools, Faculty Team Leaders and teachers in the delivery of a quality lifelong learning experience.

### Job specific outcomes

Providing full and comprehensive administrative support for all student programmes within the College and curriculum areas, including the Senior Leadership Team, Heads of School, Faculty Team Leaders and teachers, awarding bodies, students, support staff and external partners, (where applicable).

Being the first point of contact for the front office, Reception, communicating via letter, electronically, verbally or face to face.

Taking minutes at team/ departmental/ board level meetings. Both internal and external agencies.

Financial responsibility - pricing and purchasing of resources and processing all team invoices. This includes arranging travel and accommodation where applicable.

Raising work schedules and course planning sheets to ensure that all staff,

Administer employment contracts for part-time staff ensuring that an efficient process is in place in order to meet payment deadlines.

including those on Zero hour contracts are paid correctly and on time. This involves working to strict deadlines.

Timetabling and Course Costing (inputting data and timetable management), which can include resourcing staff/ rooms and costing resources. This allows the provision of effective teaching and delivery.

Managing attendance - contact for students, next of kin, outside agencies and teachers to ascertain whereabouts.

Organising exam entries and negotiating slots and times with the exams office. Arranging quality assurance of course work and certification of qualifications for students.

Organising cross college events/activities such as Student Reports, Parents' evenings,

student interviews and enrichment activities

**Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

**Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)**

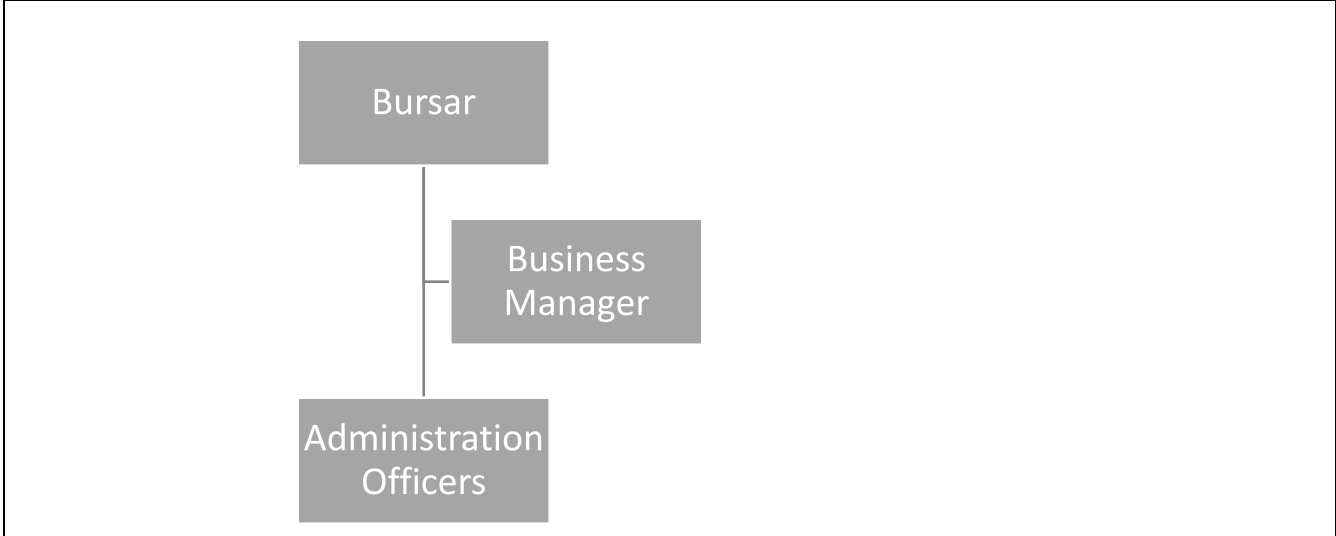
- List the primary service areas that are accountable to the role
- XX
- XX

**Organisational structure**

**Government Departments**



**Organisation chart**



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Good standard of education up to 'A' Level or equivalent, and keyboard and computer skills encompassing Microsoft office packages.</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Awareness of Data Protection and Safeguarding.</p> <p>Knowledge of financial processes and financial directions.</p> <p>Internal and external procedures including educational requirements in relation to staff, students and external bodies.</p> <p>Commitment to continual professional development</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Demonstrate the ability to learn internal/ external work procedures and practices to deal with confidential or highly sensitive information, some of which are non-routine. (This includes external colleges and universities where applicable).</p>	

<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent communication and interpersonal and organisational skills</p> <p>A high degree of accuracy, confidentiality, tact and discretion is required, as well as the ability to work to tight and often changing timescales.</p> <p>The ability to work under considerable pressure and prioritise workload.</p> <p>A high level of experience and maturity is required to deal with confidential or highly sensitive information.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>High level of administration/ secretarial/ office procedures, a proven track record is required</p>	

**Personal Attributes**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 & tier 6 core accountabilities attributes and behaviour indicators.