JOB TITLE:	Get that Job Project Assistant Administrator
REPORTS TO	Get that Job Project Manager
STAFF RESPONSIBILITY	None
GRADE:	APT&C 3
SALARY:	£15,889 to £16,850 per annum

TEAM PURPOSE
To contribute to the efficient and effective work of all projects in this area ranging from work with the unemployed to work out in the community across Oxfordshire.

JOB PURPOSE

1. Provide secretarial and administrative support to the Project Manager and Project Support Officer.

2. Provide typing services and document production for the area and maintain filing and record systems. This includes updating and creating Excel spreadsheets/records/database of enquiries for the college, partnership and funding purposes.

3. Co-ordinate appointments, meeting and greeting visitors, taking messages, answering telephone enquiries and to collect and distribute internal mail for area. This also includes liaising with partners and staffing a desk/stand at Job Centre Plus/Job Fairs as required.

4. Support the administration for all Get that Job inductions.

5. Maintain and order stationery supplies for the area and deal with invoicing and budgetary records.

6. Maintain and order leaflets/information for the projects; to update the website in terms of course information as required.

7. Update learner handbooks and staff portal as required.

8. Ensure that all paperwork/evidence/audit trail for each student and the different projects is correct and submitted to MIS in a timely fashion from tutors and partner organisations on a monthly basis.

9. Ensure that all projects comply with quality control systems and funding guidance requirements.

10. Attend project meetings as required.

11. Support the projects/Get that Job team at different sites and community venues across Oxfordshire as required.

12. Record and return Staff Absence Reporting documentation for HR. Process and update the staff holiday planners for the area.

Status of the Job Description
This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the key responsibilities.

Diversity Statement
It is the Policy of Oxford and Cherwell College to recognise and encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will, therefore aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation in both education and employment.

Health & Safety Statement
All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

Safeguarding Statement
Oxford and Cherwell Valley College is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION FOR: Get that Job Project Assistant Administrator

Qualifications and Awards	**Essential**	**Desirable**	**How tested**
Educated to GCSE level or equivalent including Maths & English	Yes		Application form
Professional Knowledge and Experience			
Must demonstrate a commitment to development of personal language, literacy and numeracy skills appropriate to the post.	Yes		Interview
Technical Competencies and Skills			
Excellent IT skills and knowledge including spreadsheets and databases	Yes		Application form, interview
Excellent administrative and filing skills	Yes		Application form, interview
Excellent customer service manner	Yes		Application form, interview
Ability to prioritise and organise workload	Yes		Interview
Ability to help manage a complex workload		Yes	Interview
Ability to take initiative in support of manager/s	Yes		Interview
Ability to communicate with customers with a wide range of needs & backgrounds	Yes		Interview
Accuracy and attention to detail	Yes		Interview

Prepared by ……Date……

Agreed by Human Resources……..Date……..……

Signed by Postholder……Date……