



**WORK AT  
SHIPLEY  
COLLEGE**

## **Administration Assistant**

### **Shipley College - Great people, great place!**

**Hours:** variable

**Salary:** £12.21 per hour

**Closing Date:** Ongoing - please ensure you submit an application form and your equality monitoring and health form

**Interview Date:** To be confirmed

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

### **WELCOME TO SHIPLEY COLLEGE**

Do you enjoy working with businesses? Would you like to work with a great team in a beautiful location, in a fast paced and varied role? Do you have the energy to resolve a variety of everyday tasks and challenges whilst providing administration with a very high degree of accuracy?

We are seeking Administration Assistants to join our team.

In this role, you will initially support our placement team in ensuring that all our young learners can apply their classroom learning to the work environment and position themselves perfectly to embark on high value careers.

If you're keen to enhance the experience of students of the College, this could be the perfect role for you. Apply today!



Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> <li>• Pension Schemes</li> <li>• Professional Development opportunities</li> <li>• Access to a free gym on site</li> <li>• Reduced cost train and bus travel*</li> <li>• Access to free onsite car parks</li> <li>• Shopping discounts with discount app</li> </ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"> <li>• Level 2 (equivalent) Qualification in Maths and English Language</li> <li>• The ability to build and maintain client relationships</li> <li>• Commercial awareness</li> <li>• Organisational and teamwork skills</li> <li>• Previous work experience in a similar or related role</li> <li>• Experience of delivering against challenging targets and meeting deadlines</li> <li>• Level 3 qualification</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shipley.ac.uk](http://www.shipley.ac.uk). Completed applications should be submitted to [jobs@shipley.ac.uk](mailto:jobs@shipley.ac.uk).

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.
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## Job Description

<b>JOB TITLE</b>	Administrative Assistant
<b>RESPONSIBLE TO</b>	Team Leader - Employer Placements

### INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### OVERALL PURPOSE OF THE JOB

To work with local, regional and national employers in order to secure safe, high quality and relevant placement opportunities for both existing and future students

To liaise with course teams to ensure that ongoing, high quality workplace support for existing learners on these programmes is provided

To support the account management of our key employers to ensure that the College can maximise the opportunities to collaborate with them



## DUTIES AND RESPONSIBILITIES

- To engage with the Heads of Department and Course Leads to identify and secure suitable work placement opportunities for students
- To speak to employers to achieve ambitious targets for the completion of high quality and relevant work placements
- To provide a high level of customer service to employers before, during, after and between placements in a fast paced and competitive environment
- To support employers, College staff and students to engage with Navigate software to record and reflect on an individual student's progress on their placement experience
- To provide accurate reports on targets, progress and quality of placements
- To seek out and report on feedback from employers, students and College staff about the placement experience
- To participate in appropriate team meetings and liaise with Course Leads regarding learner progress in the workplace.
- To support in health and safety vetting and safeguarding checks for work placements, including escalating higher risk placement as required and ensuring that the needs of individual students and employers are met.
- To promote the College's wider course offer to employers, including Apprenticeships, commercial courses and projects where appropriate.
- To record all activity within the College Customer Relationship Management (CRM) system and update all other relevant records

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Effective and professional telephone and face to face communication skills within a customer facing environment
Effective organisational and administrative skills demonstrating, accuracy and attention to detail and working under pressure
Ability to work within a team and to use initiative
Proven track record of achieving targets and meeting deadlines
Level 2 Qualification in maths and English (or equivalent)
Level 3 qualification that must be evidenced by way of certificates

## HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Experience of building and maintaining successful and lasting relationships with clients (external and internal (staff and students))
Commercial experience and knowledge across a number of different sectors
Experience of working within a sales/customer relations role
Use of a Client Relationship Management (CRM) system or a Workflow platform (e.g. Navigate) to record and track activity
Being flexible and having a creative approach to problem solving
Understanding of the requirements of programmes for full time students, including T levels

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Knowledge and experience of Equality, Diversity and Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda
Health and safety training
Access to use of a motor vehicle and full clean driving licence

## Message from the Principal



Shipleigh College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipleigh College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

**Diana Bird**  
**Principal**

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## Shipleigh College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**97% of students agree that the College is a safe place to learn.**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**96% of students agree that College staff are friendly and helpful.**

