

Job description and person specification

Job title	College Administrator		
Grade	Grade 4	Salary	£22k to 25K
Hours	35	Location	Cuddesdon
Department	Administration		
Reporting to	Bursar		
Responsible for			

Summary, purpose and objectives of the role

As a member of the Bursarial team to support the work of the Bursar and Deputy Bursar across all aspects of Cuddesdon's activities, helping to enable the smooth, friendly and efficient operation of a small but complex organisation in which the contribution of each team member is valued and appreciated.

The key purpose of the role is to provide an efficient and effective administration service, including general reception and office duties, financial administration and course related administration.

Main duties and responsibilities

Reception / General Office

Receptionist duties includes answering the phone, greeting guests, interacting with students and responding to general enquiries.

General office duties including photocopying and printing as required (including service booklets for College worship), dealing with incoming and outgoing post, receiving deliveries etc.

Providing a variety of general administrative tasks, including (but not limited to):

- Managing issue and stock of book tokens / vouchers
- Overseeing operation of the College car and fuel cards
- Ordering stationery and office supplies
- Assisting the Housekeeper and Events and Communications Administrator with the management and security of keys
- Managing the College Amazon and other accounts (eg mobile phones, broadband, telephone, office supplies, staff uniforms), making orders, chasing deliveries, processing invoices for payment
- Assisting the Chef Manager with monthly stock takes
- Routine IT support (eg reset passwords, photocopier codes, maintain email distribution lists etc)

Financial Administration

Completion of monthly bank reconciliations, taking and managing card payments, and management of the petty cash account.

Raising invoices in a timely manner, maintenance of the customer module in SAGE, chasing payment and reviewing bad debts.

Pathway Administration

Provide administrative support to the Academic Dean (FTP) and the Director of the Part Time Pathway (PTP) in relation to:

- Collation of student data from admissions forms (in liaison with the Academic Administrator), maintaining year group lists and photo board.
- Production and distribution of College Handbooks, calendars and directories, assistance with induction events and acting as a first place of contact for student enquiries.
- Maintenance of student files (paper and electronic)
- All aspects of administration for PTP non-residential weekends, summer and Easter schools, events (eg incumbents evening) and open evenings, including liaison with housekeeping staff and communication of dietary needs to catering team.
- Maintain weekly PTP attendance registers
- Liaison with CMS, PP and CGH administrators to ensure accurate data and information shared for cross-pathway activities.
- Helping maintain website information about the FTP and PTP.
- Assisting the Academic Administrator with Moodle.

Other Duties

In the absence of conference co-ordinator handling enquiries, welcoming guests, issuing and collecting keys, taking payments and booking rooms through Easybook.

Other duties as directed by the Bursar or Deputy Bursar as required.

Person Specification		
Qualities	Essential	Desirable
	[Qualities that are essential to perform the job]	[Qualities that would allow for the job to be performed at the optimum level]
Qualifications [eg level of qualification in a particular academic subject or specific job-related qualifications or accreditations]	Educated to A level of equivalent	
Knowledge and experience [eg experience in a particular type of work, in a particular role or setting, software etc]	Significant office administration experience	Finance administration experience Charity or education experience
General skills & aptitudes [eg level of reasoning and analytical ability, literacy and numeracy]	High level of numeracy and literacy. Accurate Project management and	

Person Specification		
	ability to meet deadlines	
Job-specific skills & aptitudes [eg presentation skills, keyboard skills]	Significant experience of Microsoft Office (word, excel, outlook)	Database experience SAGE accounts experience
Personal attributes [eg determination, dependability, personality, leadership, co-operation, flexibility, stress tolerance]	Highly motivated Ability to work unsupervised Proactive and planned approach to work Friendly and approachable attitude Sympathy with the ethos, values and objectives of Cuddesdon	
Circumstances [eg special conditions applicable to the job, need to travel, work away from home, work on public holidays or evenings/weekends]		

Summary Terms & Conditions
<p>Hours: 35 hours per week</p> <p>Location: Cuddesdon</p> <p>Salary:</p> <p>Contract: This is a permanent position subject to satisfactory completion of a three month probation period.</p> <p>Holiday: The holiday entitlement is 6 weeks plus 8 bank holidays. Annual leave will not normally be granted during term time.</p> <p>Pension: You will be entitled to membership of a Church of England Pension scheme to which the College contributes 6.5% of basic pay and the employee is required to contribute a minimum of 1.5%.</p>

College Meals: You will be entitled to join students and staff for free lunches in the College dining room during term time when the kitchens are open.