**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** Administrative Assistant - Farm

**Department:** Farm

**Hours:** 20 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Farm Manager

**Reports:** n/a

**Salary / Scale:** £12,800.00 - £ 14,400.00 per annum (pro rata to 24,000.00 - £27,000.00 per annum for a full time equivalent role)

**Date of Issue:** October, 2020

**Organisation Chart:**

Principal

Administrative Assistant – Farm

Farm Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Aims and Purpose of the Post**

1.1 The collection, administration and processing of financial and physical records for the Farms and Estate.

1.2 The collection and provision of data and other statistical information relating to farm and estate activity to students and staff.

1.3 The effective organisation and running of the Farm Managers Office and providing administrative support for the Farm Manager.

1. **Specific Responsibilities**

2.1 To collect, check and record all physical and financial data relating to the Farms and Estate as required by the Farm Manager, College Management, regulatory and funding bodies.

2.2 To prepare, check, record and monitor all pro-forma orders issued by the Farm Manager. Not sure about this task, the farm manager is better doing this himself in order to keep a tight tab on the budget and how purchases are classified.

2.3 To maintain a register of goods and stock leaving the Farm and Estate and to ensure that invoices and other necessary documents are raised as required.

2.4 To carry out administrative procedures effectively, including reports required by management and statutory and internal returns.

2.5 To administer statutory records and prepare documentation for authorisation by the Farm Manager.

2.6 To maintain and make available current and accurate records for student use within the Learning Resources Centre and elsewhere on the campus as required and to assist students in their use as appropriate.

2.7 To distribute information received by the College on health and safety matters, agricultural developments, etc. to Farm staff as appropriate

2.8 To source relevant training for the Farm Staff and follow internal protocols to organise this.

2.9 To maintain databases relating to the farm enterprise.

2.10 To collate farm staff time sheets and submit to Payroll by monthly deadlines.

2.11 To assist the Farm Manager with general administration.

2.12 To promote and adhere to the College’s Safeguarding Policies and Procedures.

2.13 To promote and adhere to the College’s Health & Safety Policies and Procedures.

2.14 To manage student conduct in accordance with College policies.

2.15 To prepare a weekly farm report including performance data relating to all enterprises and to circulate this to staff, students and Farms Advisory Committee members.

2.16 Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.

2.17 The active promotion of and commitment to best practice in equality, diversity & inclusion.

2.18 Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.

2.19 Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

30 days holiday (Inc bank/public holidays) \*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

(\*\* Pro rata for part time)

|  |
| --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

|  |
| --- |
| **Person Specification – Administrative Assistant - Farm** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| NVQ in Business Administration / Customer Service or equivalent |  | X |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience of working within a similar role | X |  |
| Working knowledge of a farm enterprise | X |  |
| Previous experience of farm administration | X |  |
| Experience of working within a higher education context |  | X |
| Knowledge of cultural diversity and its impact on learners and institutions |  | X |
| **Ability / Skills** |  |  |
| Commitment to enhancing the experience through service excellence | X |  |
| Excellent communication skills, works effectively within a team | X |  |
| Good organisational and time management skills | X |  |
| Excellent IT skills with the ability to use the range of Microsoft packages | X |  |
| Ability to provide courteous and high standard of customer service | X |  |
| Demonstrates a ‘can do’ outcome focused attitude and approach | X |  |
| Ability to work flexibly to meet changing needs | X |  |
| A pro-active approach to work and problem solving and the ability to spot and deal with issues as they occur | X |  |
| **Personal Attributes** |  |  |
| Ability to work on own initiative | X |  |
| Willingness to learn and take on new tasks | X |  |
| Willingness to work flexibly i.e. evening and weekends | X |  |
| Understanding of confidentiality and data protection issues | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commit to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.