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**MOULTON COLLEGE – JOB DESCRIPTION**

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### **Job Title:** Administrator - Transport Division

**Department:** Student Services

**Hours:** 18.75 hours per week,0.5 FTE – Split Shift. Seasonal demand driven. Weekend and evening working may be required when business needs demand.

**Responsible to:** Transport Coordinator

**Reports:** N/A

**Salary / Scale:** Support Spine - Band 4 £8,620.00 - £9,142.00 per annum (Pro rata to £17,240.00 - £18,284.00 for a full time equivalent post)

**Date of Issue:** May, 2021

**Organisation Chart:**

Transport Coordinator

### Administrator - Transport Division

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1. **Aims and Purpose of the Post**
   1. The provision of administrative, general and practical support in the full range of teaching support services and the administrative running of the student and college transport services.
   2. The provision of administrative support to the broader student facing services including Student Services and Reception functions.
2. **Specific Responsibilities**
   1. To issue, receive and check transport request forms and associated documents, ensuring that correct administrative procedures are followed at all times.
   2. To issue bus passes and ensure that correct payments are requested and made in accordance with college procedures.
   3. To deal with general enquiries and requests relating to student transport.
   4. To assist practically with the monitoring and operation of student and other transport services.
   5. To keep and maintain records and to assist with the production of reports associated with college transport and the Transport Department.
   6. To produce a range of administrative documents required for the area, including mail merge letters and statistical reports.
   7. To maintain and update records using both computerised and manual systems.
   8. To develop and maintain filing systems both manual and computerised.
   9. To complete any necessary administrative procedures required in connection with cash handling.
   10. To provide support and cover for other areas within the Student Services Department as required.
   11. To ensure College policies and procedures are applied consistently in all areas of work.
   12. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   13. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   14. To manage student conduct in accordance with College policies.
   15. 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.
   16. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   17. 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.
   18. 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)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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

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| **Person Specification; Administrator - Transport Division** |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience in tracking core processes and reporting on progress | X |  |
| Experience of monitoring budgets |  | X |
| Experience of working with confidential information | X |  |
| Experience of dealing with large volumes of data and information | X |  |
| Experience of dealing with customers | X |  |
| Experience of working in Education or similar environment |  | X |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Willingness to operate flexibly | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| Strong team player | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment 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.