

JOB DESCRIPTION

- JOB TITLE:** Receptionist/Administrative Assistant
- SECTOR/UNIT:** Admissions, Progression & Curriculum Admin
- RESPONSIBLE TO:** Admissions/Curriculum Administration Manager
- RESPONSIBLE FOR:** No subordinate staff
- JOB PURPOSE:** To provide an effective reception service and to provide administrative support to Admissions/Admin team

1 Main Tasks**2 General responsibilities****1 Main Tasks**

- 1.1 To provide a welcoming Reception for visitors, staff and students, ensuring all visitors are signed in and issued with the appropriate ID.
- 1.2 Issuing and monitoring of Student ID Cards in accordance with College Policy.
- 1.3 Operates telephone system, greet callers and connects calls to the correct extension. Processes enquiries, takes messages as appropriate, process mail as and when required
- 1.4 To process student enrolments and receipt monies for various payments including educational visits, equipment etc.
- 1.5 To assist and support the Admissions/Admin team working across departments and receptions as directed.
- 1.6 To issue bursary bus passes and locker keys and maintain appropriate records.

- 1.7 To undertake general reception duties.
- 1.8 Maintains appropriate records.
- 1.9 To provide cover up to 19.30 on other days when required.
- 1.10 Assists with general clerical duties including receipting of student assignments, recording student absences, recording questionnaire results and Destination Surveys, data input.

To support and assist with College events; campaigns, admissions evenings, information evenings, parents' evenings, enrolments etc. (including outside of office hours).

2 General Responsibilities

- 2.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
 - 2.2 Complies with all College policies, practices and procedures.
 - 2.3 Takes responsibility for personal development, attend conventions, conferences and other similar activities and updating events.
 - 2.4 Participates in and promotes the Staff Development and Appraisal Schemes.
 - 2.5 Undertakes such duties as may reasonably be required of him/her, commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the College provides services.
 - 2.6 Takes responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- NB In consultation with the post holder this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.