

JOB DESCRIPTION

JOB TITLE:	Temporary Post Results Administration Assistant Careers Advice Zone
DEPARTMENT:	Business Services
RESPONSIBLE TO:	CEIAG Manager
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To provide admin and reception support to the Careers Advice Zone for the post results service.

MAIN TASKS AND RESPONSIBILITIES:

1. To manage the reception desk for the Post Results Service at the Careers Advice Zone

2. General Administrative Duties

1. To manage the reception desk for the Post Results Service at the Careers Advice Zone

- 1.1 To cover the Post Results reception desk at the Careers Advice Zone.
- 1.2 To welcome visitors to the Post Results Service, take details and book a time slot with the Careers Advice Zone Team.
- 1.3 To oversee the waiting area and manage visitors' expectations.
- 1.4 To liaise with the curriculum teams.
- 1.5 To keep the team updated on numbers and wait times to ensure the smooth running of the service.
- 1.6 To cover the Careers Advice Zone reception desk during quiet periods.

2. Administration Duties

- 2.1 To undertake general administrative duties.
- 2.2 To collate the Post Results action notes and share with admissions.
- 2.3 To collate, log and input data gathered about the usage of the service.
- 2.4 To answer calls and direct enquiries to the Careers Advice Zone team.

