



Greater Peterborough University Technical College

Job Description

Administration Office Assistant – Student Information (Full Time)

Purpose

The purpose of this job description is to ensure that staff employed in the role have a clear understanding of their daily responsibilities. Reporting to the **Administration Office Manager**, the following document details the job description for the role of **Administration Office Assistant – Student Information** at the Greater Peterborough UTC.

The Principal / Acting Principal and Line Manager of the role may require additional duties on occasion which are not detailed within this Job Description. Such duties may include mentoring, break duties around the UTC and support with Parents and Open Evenings.

Training

Personnel employed in the role should be suitably qualified and experienced (SQEP) in the identified areas. Where training needs are identified, the individual should be allocated the time and relevant training in order to undertake their role safely, and effectively.

Training Requirements

Training Requirement	Training Detail	Mandatory	Essential	Desirable
Child Protection Part 1	Online – SSS – 1hr 30	✓		
Child Protection Part 2	Online – SSS – 1hr 30	✓		
GDPR	Online – SSS – 1hr	✓		
Prevent	Online – SSS – 1hr	✓		
Fire Marshall Training	1 day – Externally Sourced			✓
Emergency First Aid at Work	1 day – Externally sourced			✓
Local MIS (Management Information System) Training	MIS Dependent – Externally Sourced		✓	
Home – School Communication Management System Training	Locally Delivered – Externally Supported		✓	

Specific Role Responsibilities

The Administration Office Assistant – Student Information is responsible for the following;

1. Leading on **Student Information** including;
 - 1.1 Ensuring that details of our Students are accurately recorded on the MIS and adding / editing where required
 - 1.2 Checks are conducted at regular intervals to ensure details are still accurate and correct. Modifications to timetables are assisted where appropriate
 - 1.3 Student Files are collated, organised and gathered in a timely manner, including recording of communication made with Schools / Colleges to obtain such files
 - 1.4 Ensure that any data requested by external agencies is responded to in a timely manner, passed to the Line Manager where appropriate
2. **General GPUTC Administrative duties including;**
 - 2.1 Being a point of contact during contracted hours throughout the UTC day to deal with any student requests, visitors, enquiries or external communication
 - 2.2 Processing of outgoing letters (where and when requested) to parents / carers which are in the agreed format, courteous and precise
 - 2.3 All stationary requests are recorded, ordered and accounted for upon delivery
 - 2.4 Processing and support of the admissions procedure and documentation trail / system
 - 2.5 Ensuring that the Administration Office and Reception area environment in particular is organised and clutter-free
 - 2.6 Act as the GPUTC receptionist as required
 - 2.7 Where appropriate, assist GPUTC staff with School Trip communication ensuring that it is effective, including the recording of responses and any payments received
 - 2.8 Funds are to be banked and recorded as per Line Manager Instructions.
 - 2.9 Revision guide orders are collated, orders placed in a timely manner and paid for. Issuing of guides are to be documented to ensure accountability.
 - 2.10 The chosen communication system from School to Home is utilised and system monitored for communication



- 2.11 Email communications made to the school to personal and info@ addresses are answered in a timely manner
- 2.12 All visitors to the UTC are signed in and documented where appropriate
- 2.13 GDPR guidelines are followed in line with the UTC's GDPR Policy
- 2.14 Handling student medication and administration as authorised and instructed
- 2.15 Supporting GPUTC events such as Drop in sessions and Open Evenings as requested by the Administration Office Manager
- 2.16 Supporting with registration checks and 'late / uniform concern' checks as appropriate
- 2.17 Issuing and distribution of learner positive praise points as appropriate.
- 2.18 Collection and distribution of post incoming and outgoing from the GPUTC

Name of Employee.....

Signature of Employee..... Date.....

Name of Line Manager.....

Signature of Line Manager..... Date.....