

Job Advert for College Administrator

Job Title: College Administrator

Salary range: £22-24K depending on experience

Hours: Full time, working Monday to Friday (09.00-17.00)

Contract type: Permanent

Vacancy Reference: BCC 003

BCC is a training college for Christian Ministry and Mission where men and women are moulded to become faithful disciples of Jesus Christ in the church, society and the marketplace. Situated on the Selly Oak Campus of Birmingham University, BCC has former students serving all over the world.

BCC is currently seeking to appoint an experienced and qualified College Administrator to provide administrative and academic support of the highest standard to the College. This fulltime role provides an interesting opportunity, and you should be able to work with initiative and energy and a high level of organisational skills. Excellent interpersonal and communication skills (oral and written) including an excellent grasp of English language are essential. You must be able to work and communicate with all levels of management, staff and students along with external organisations. You will be expected to build good working relationships with the college leadership team, college staff, and wider team. You will need to be able to plan and prioritise work, draft email responses and initiate action in the absence of the Leadership Team. The role requires a high level of proficiency in IT skills, including the Microsoft suite and experience of using in house databases. You will be required to work core hours but also be flexible and work additional time when necessary, in order to support the Leadership and the faculty team in their role. Successful applicants will display high levels of discretion, integrity and confidentiality. It is desirable that the successful candidate has at least five years' experience in a similar role. Office qualifications including NVQ level 3 or A Level Business Administration, RSA's in Word Processing, Document Presentation or equivalent. Dictation and minute taking skills. GCSE's in English and Maths at A-C grade or equivalent. A degree in Business administration or related programme is desirable.

The post-holder provides academic and administrative support within the Administration Office and to the Principal and the Senior Management Team.

1. To deal with telephone enquiries, passing on to others where appropriate, and ensuring accurate recording of messages and those enquiries are dealt with within an agreed timescale.
2. To develop an efficient filing and retrieval system and ensure filing is kept up to date, this includes electronic files and databases.
3. To carry out a variety of clerical tasks including photocopying, preparing information folders, filing, ordering stationery, sorting mail etc.
4. To assist in organising special events, students and guest accommodation booking as required.
5. To assist with day-to-day bookkeeping including payments of accommodation fees and other day to day invoices.
6. Provide academic support to the faculty team.

You can find all the information you need and an application form to apply on our website, simply click below: <https://bccoll.uk/vacancies/>

Make sure you submit your application before the deadline: 12th Feb 2023

How to apply

Please provide a cover letter outlining why you are suitable for the role, referencing your skills and experience against the Job Description along with a current CV.

Please send your cover letter and CV to Mrs Briony Seymour briony.seymour@bccoll.uk.

Closing date: 11:59pm on 12th Feb 2023

Our goal is to foster and celebrate a diverse and inclusive workplace with a sense of belonging; we are committed to building a team that reflects a wide variety of skills, perspectives and backgrounds.

Job Description

Position Details: College Administrator

Job Purpose: To provide academic and administrative support within the Administration Office and to the Principal and the Senior Management Team.

Main Responsibilities

The following are the duties and responsibilities of the Job holder:

1. To handle the college's enquiries relating to Student Admissions processes.
2. To maintain information and reporting on data held on the student record system and other administrative systems.
3. Assist in processing student admissions, finance, visas including movements, such as Interruptions, Withdrawals and Change of Mode of studies.
4. To assist the Registrar with HR administration duties, dealing with new staff applications, leavers, requesting references, DBS checks, issuing contracts, organising, and recording training and recording absence.
5. To produce, according to agreed standards, any correspondence that may be dictated, taped, handwritten, or initiated electronically by the Principal or Management Team and suggest any alterations or amendments, which may be appropriate, including minutes of meetings.
6. Assist with diary management for Principal's Office.
7. Monitor project deadlines including BCC volunteer media team and prompt when necessary.
8. Organise travel itinerary for the Principal's Office including accommodation.
9. Assist in monitoring and reporting students attendance on weekly basis.
10. Assist in monitoring assessments grades/marks on the college's SIS
11. Assist in submitting invoices and payment requests as necessary.
12. Facilitate the BCC Leadership Team Meetings – scheduling, organising, prepare documentation and minute taking, keeping efficient records for external partners to access.
13. To assist in keeping the HR database and related documents up to date, produce reports and other documents which may be required, including minutes of meetings.
14. To send out information and liaise with prospective Residents and Staff on request.
15. To make appropriate booking arrangements for meetings and functions including any required catering.

16. To provide an academic/ administrative/general office support service to Staff, students, Visitors and Residents including occasional financial transactions and completion of forms and documents.

Person Specification

Job Requirements	Assessment Criteria	
Qualifications & training	Essential (E)	Desirable (D)
A minimum of A level or NVQ Level 3 Business Administration, RSA's in Word Processing, Document Presentation or equivalent. Dictation and minute taking skills. GCSE's in English and Maths at A-C grade or equivalent. Educated to degree level or equivalent qualification in a relevant field is desirable.	E E	D
Experience		
3-5years experience of administrative duties in a higher or further education setting or any relevant industrial experience.	E	
Experience and understanding of working with Theological educational institution		D
Experience of working in industry or sector or with professional bodies as appropriate to the discipline.		D
Knowledge, skills & competencies		
Excellent written and verbal communication skills.	E	
Excellent MS office-word, excel, etc.	E	
Experience of quality assurance procedures and		D

monitoring in a higher educational setting.		
General attributes & personal qualities		
Excellent record keeping and administrative skills.	E	
Capacity to work effectively as part of a team.	E	
Capacity to work under pressure and on own initiative	E	