

NEWHAM COLLEGE LONDON

Job Description:

Job Title	Senior Administrator
Department	Executive
Grade	Scale S01
Contract	Fixed Term (3 months)
Location	All campuses

Our Vision & Values

"To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers."

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and Barred List check.

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Job Purpose

Reporting to the Clerk to the Corporation, the postholder will be a key member of the Executive administrative team. Who will play a pivotal role in ensuring the smooth operation of various administrative and financial functions within the College. The postholder will be a highly organised and committed Senior Administrator with detail to attention.

Person specification:

Key Responsibilities:

Administrative

- Provide comprehensive administrative support to senior management, including diary management, meeting coordination, and communication with internal and external stakeholders.
- Maintain accurate records, perform data entry tasks, and ensure compliance with relevant regulations and standards.
- Proactively manage office supplies, equipment, and facilities to facilitate a productive working environment.
- Coordinate travel arrangements, accommodation bookings, and logistical support for staff and faculty members as required.
- Assist in auditing and reviewing policies to ensure compliance with regulatory requirements and best practices.
- Handle sensitive data and confidential information with discretion and integrity.

Data and Finance Tasks

- Oversee financial transactions, including accounts payable/receivable, invoice processing, and expense management.
- Strong organizational skills with the ability to prioritize tasks effectively and meet deadlines in a fast-paced environment.
- Excellent attention to detail and accuracy in data entry and record-keeping tasks.
- Ability to handle sensitive information and maintain confidentiality at all times.
- Experience in financial administration, including invoice processing, budget management, and financial reporting is desirable.

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Skills Required:

Administrative Proficiency:

- Demonstrate experience in providing high-quality administrative support, including diary management, correspondence handling, and document preparation.

Communication and Interpersonal Skills:

- Excellent verbal and written communication skills with the ability to interact professionally with stakeholders at all levels.
- Strong interpersonal skills with the ability to build and maintain positive working relationships within a diverse team environment.

Problem-Solving and Adaptability:

- Proven problem-solving abilities with the capacity to identify issues, propose solutions, and implement process improvements.
- Flexibility and adaptability to navigate changing priorities and work effectively under pressure.

HR experience

- Support HR functions, including employee record-keeping, sick leave management, and recruitment coordination.
- Assist in the onboarding and offboarding processes, ensuring compliance with relevant policies and procedures.

Training and Development:

- Continuous professional development and training opportunities will be provided to enhance skills and knowledge in relevant areas.
- Support College initiatives and aspirations to achieve Net Zero carbon.

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Skills And Attributes

- A proactive and motivated individual with a passion for excellence in administrative and financial management.
- Thrive in a fast-paced environment and demonstrate resilience under pressure.
- Committed to upholding the values and ethos of our institution and contributing to its continued success.
- Possess a collaborative mindset and enjoy working as part of a dynamic team to achieve shared objectives.