

Job Description

Job Title: People and Safeguarding Coordinator and Executive Assistant

Responsible to: Executive Director

Working hours: This role can be adapted to be (i) full-time, (ii) less than full-time, or (iii) two part-time posts. The college can accommodate hybrid working.

Overview:

People and Safeguarding: The college has over 40 staff and around 200 students, including full-time and part-time. We are looking for someone to manage and develop the college's human resources and safeguarding activities.

Executive Assistant: The EA works closely with the Executive Director to accomplish tasks that enable the smooth running of the college's administration, operations and business affairs and the development of key strategic objectives.

Relationships:

The college has a strong community ethic and colleagues seek to work collaboratively and supportively. Depending on the area of work the postholder(s) will relate closely with a number of colleagues, in particular the Operations Manager, the Communications and Fundraising team, and the Payroll Officer. They will also be a key host to the trustees when they visit the college for meetings. There is also a fair amount of interaction with the students.

Main responsibilities:

People and Safeguarding

Personnel

- Maintaining personnel records.
- Arranging the staff appointments process and managing the induction process for new staff.
- Maintaining sickness and holiday records.
- Co-ordinating periodic staff appraisals.
- Keeping the employee handbook up-to-date.

Safeguarding

- Maintaining the safeguarding log.
- Arranging safeguarding training for safeguarding leads and other staff.
- Logging safeguarding training for students.
- Administering checks with the Disclosure and Barring Service.

Alumni

- Providing administrative support in the maintenance and development of the alumni association.

Other

- Enabling a strong link with the team at the college day nursery.

General administrative

Governance

- Arranging and helping prepare for various leadership meetings.
- Being a welcoming presence to trustees and others on their visits to college.
- Taking minutes of certain meetings.
- Following processes relating to College Trust responsibilities.

Compliance

- Monitoring communications from the Office for Students and related agencies and supporting the Executive Director in the college's adherence to the conditions of the Office for Students.
- Arranging for annual returns to be made on time.
- Operating the UKVI sponsorship management system.

Other

- Assisting the ED with managing diary commitments, emails, telephone calls, post, etc.
- Maintaining an up-to-date schedule of college policies.
- Assisting the ED and fundraising team in grant applications and in the development of a donor database.

Person Specification

Experience

1. Administrative experience – essential.
2. Safeguarding administrative experience – desirable (training will be provided).
3. Experience of HR management and administration – highly desirable.
4. Experience of the Church of England – highly desirable.
5. Experience of an academic institution – desirable.

Skills

6. Organisational skills with the ability to prioritise workload to meet deadlines.
7. Advance planning.
8. Communication skills.
9. Interpersonal skills.
10. Good diary management.
11. Good record keeping.
12. IT knowledge and skills, specifically regarding Microsoft Office applications.

Personal qualities

13. Strong resonance with and understanding of the college's mission and vision.
14. Systematic, well-organised and adaptable.
15. Able to work on own initiative and as part of a team.
16. Able to work accurately with attention to detail.
17. Professional, confidential and discreet.