

May 2019

Administrative Assistant – Guidance Team - part-time, term time only

Dear Applicant

We wish to recruit a part-time Administrative Assistant to support the work of the college's Guidance Team. The successful candidate will assist Work Store team members in the administration of student work experience placements and in general administrative duties for the Guidance team.

This information pack contains:

- Background to the post
- A job description – duties and responsibilities
- A person/post specification
- Information on terms and conditions including salary
- Information on how to apply

How to apply and application deadline

The deadline for receipt of applications and references to Human Resources is **2 June 2019**.

Interviews

Interviews to be confirmed and agreed with individual applicants as soon as possible.

Thank you

Human Resources

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About the College

Worthing College is a very popular college with over 1450 students. Our last Ofsted inspection judged us to be 'Good' in every respect. Our mission is to inspire, build confidence and prepare our students to live the life they want to live and is underpinned by our strong desire to become outstanding in the near future. Above all Worthing College is a very friendly place with a strong sense of purpose, where teaching, learning and student success are second to none.

Background to the post

This post arises from the retirement of a current member of the Work Store team, which is part of the Worthing College Guidance Team. The primary focus of the role will be to support the Work Store Team in the administration of the college's work placement arrangements. The role will also provide general administrative support to the Guidance team which delivers a range of pastoral support and progression advice to students.

Job Description

Title of Post :	Administrative Assistant – Guidance Team
Reporting to :	The post holder will be line managed by the Assistant Principal for Student Services
Responsible for :	A range of responsibilities as outlined below.
Salary Range :	Support Staff pay range, points 18-21, (currently £17,310 to £18,464 per annum, full time equivalent). Pro rata salary £6025 to £6427 per annum.
Other Information:	15 hours per week, term-time only, to commence on 11 June 2019. The post holder would need to work their hours over 3 short days in order to provide coverage across the week. This is a permanent post. In the case of internal applicants it may be possible to negotiate a start date of 1 September 2019.

Administrative Assistant – Guidance Team

Team: Guidance Team

Reports to: Assistant Principal for Student Services, Worthing College

Location: Worthing College

Job Purpose

- A. To support the Work Store by administering the college's work placement scheme, processing and approving student applications for work placements.
- B. To provide a range of administrative support to the Guidance Team.
- C. To act as a first point of contact for students, parents, carers and staff seeking support, referring enquiries on to the relevant member of staff as appropriate.

Key Responsibilities

1. To process and approve student applications for work placements, recording their plans on college databases and liaising with employers to ensure appropriate health and safety and insurance arrangements are in place.
2. To arrange for health and safety checks to be carried out on employers where placements are judged to include some risk.
3. To provide administrative support to the Work Store team, including the promotion of work-related learning opportunities for students.
4. To contribute to the organisation of the College's annual Careers Inspiration Day.
5. To provide administrative support to the college's Guidance team, including the organisation of progression events and trips, the preparation of agendas and minute taking.
6. To act as a first point of contact for students, parents, carers, employers and staff seeking support, taking telephone and drop in enquiries and referring them on to the relevant member of staff as appropriate.
7. To contribute to the delivery of major cross-college events such as enrolment days and introductory days.

Role Context

The college expects staff to:

- Work within the context of the college's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with college policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - Health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

Job description and Person specification

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

Evening work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Person specification

Criteria	Essential/ Desirable	How Assessed
Qualifications		
Education to GCSE standard; grade C or above (or equivalent), specifically including Maths and English	Essential	Application Form/Certificates
Education to A Level or equivalent	Desirable	
Experience		
Experience of working in an administrative capacity	Desirable	Application Form/Interview
Experience working with young people	Desirable	
Working in the Further Education environment	Desirable	
Knowledge		
Microsoft Office applications, including Word and Outlook	Essential	Application Form/Interview
Knowledge and understanding of the Equality Act 2010	Essential	
Safeguarding children and vulnerable adults	Desirable	
Skills and Competencies		
Ability to communicate effectively with a diverse range of people, including students, staff and the public.	Essential	Application Form/Interview
IT and keyboard skills, including the use of email	Essential	
Time management skills, organisational skills and the ability to meet targets and tight deadlines	Essential	
Other Requirements		
Satisfactorily meeting the College’s employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

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Key terms and conditions - summary

1. Contract

The successful candidate will be offered a part time, term time contract of employment with the Corporation of Worthing College with effect from 11 June 2019.

This is a permanent post.

This post will be line managed by the Assistant Principal for Student Services, Worthing College.

2. Salary

This post will be paid on a range between points 18 and 21 on the support staff pay spine. Currently £17,310 to £18,464 per annum, full time equivalent. Pro rata salary £6025 to £6427 per annum.

The post holder will have the opportunity to move up the quoted range subject to performance using the college appraisal system.

3. Holiday entitlement

This post is term time only. In addition to payment for weeks worked you will be paid for leave entitlement as follows:

Members of staff with less than 5 years' service receive salary calculated to include payment for 25 days holiday including 3 extra statutory days and 8 bank holidays (pro rata for part-time staff)

Members of staff who have completed 5 years' continuous service as at 1 April in any leave year will receive salary calculated to include 30 days holiday including 3 statutory days and 8 bank holidays (pro rata for part-time staff).

4. Pension Entitlement

You will automatically be enrolled in the Local Government Pension Scheme, should you not wish to pay into the scheme you must complete an Opt out form.

5. Notice Period

Standard terms apply, subject to length of service.

6. Pre-employment Checks

This appointment is subject to satisfactory references, enhanced DBS (Disclosure and Barring Service) and health checks and presentation of original qualification certificates. We will always obtain references prior to interview.

7. Probation

A six month probationary period will apply to this post. As part of your probation period you are contractually required to complete the college induction programme. This is organised to inform and support you during the first few weeks of your employment at Worthing College and means you may have to attend induction training sessions outside of your usual pattern of work. **Induction will begin on your first day.**

8. Other terms and conditions

Standard terms apply, except where otherwise stated in the contract of employment.

9. Disclosure and Barring Service check

The post is subject to an enhanced DBS check. Worthing College aims to promote equality of opportunity for all with the right mix of talents, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

However, various kinds of employment, occupations and professionals are exempted under the Rehabilitation of Offenders Act 1974. Exempted occupations include work that brings the person into contact with vulnerable groups such as young people under the age of 18 and vulnerable adults. You must therefore indicate any spent or unspent convictions on your application and, as part of the interview process you are required to say whether or not you have a pending prosecution or have ever been convicted or bound-over at a court or cautioned by the police for any offence.

Your DBS check will be processed by the college on acceptance from you of an offer of employment. You will be required to pay the full cost of your DBS check (currently £44). The cost of the check (£44) will be deducted from your first full month's salary payment unless it has already been paid by cash or cheque. You will be required to register with the DBS within 14 days of the certificate being issued (the registration fee is currently £13). Full details of this process will be provided on offer of employment. We pass this fee on, in full, to the DBS.

10. Qualifications

Candidates will be required to bring to interview evidence of any qualifications declared on their application in the form of original certificates, together with proof of identity.

11. Data Protection Act 2018

Worthing College collects information about applicants and staff for administrative, academic and health and safety reasons. Because of the Data Protection Act 2018, we need your consent and since we cannot operate effectively without processing information about you, we will need you to give your consent to process your

application. If you do not give your consent, we will be unable to offer you a post and may withdraw any offer already made.

How to apply

INTERNAL CANDIDATES

Please complete a personal statement indicating how well your experience, skills, abilities, knowledge and values meet the criteria of the person / post specification. Please address each of these clearly in your application. Please ensure this statement is no more than two sides of A4 paper.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

References

All internal applicants for vacancies must ensure they provide a reference from their line manager. Please use the pro forma on the staff intranet (Sharepoint) under '*document libraries/human resources/current vacancies*'. Your line manager must complete the form and it must be received by Human Resources by the deadline shown below.

Your personal statement and reference must be sent to Human Resources and received no later than 2 June 2019.

Interview date will be notified to successful applicants in due course.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Human Resources
May 2019

EXTERNAL CANDIDATES

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the Person Specification. You should, therefore, make clear how you match these criteria.

Please download and complete the application form electronically via the link on the jobs page on our website (www.worthing.ac.uk), wherever possible.

Alternatively you may request a hard copy from the Human Resources Team. Please use black ink, as other colours do not photocopy well and make sure that what you write is clear and legible. If you need more space in any section of the application form, use extra sheets of paper and put your name at the top of each sheet.

INFORMATION FOR AGENCIES

It is our policy to recruit candidates directly from advertisement through our college website and the press, to ensure equality of opportunity.

We will not accept applications via recruitment agencies.

EQUAL OPPORTUNITIES MONITORING

The college is working to improve its equal opportunities provision. You are asked to complete these sections of the application form (although you are not obliged to do so) which asks for details of gender, age, disability and ethnic origin. It helps us to monitor our progress on achieving equal opportunities and helps us to identify any gaps or inconsistencies so that we can correct them. This information is not seen by shortlisting or interview panels.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

WHERE TO SEND YOUR APPLICATION

It is your responsibility to ensure your application reaches the college by **2 June 2019**. Applications received after this date will not be considered. If you are posting your application please address it for the attention of the Human Resources Team, Worthing College, 1 Sanditon Way, Worthing, West Sussex, BN14 9FD. (Tel: 01903 275755 Ext 424 /422) Email: humanresources@worthing.ac.uk).

What Next?

If you are shortlisted for interview we will normally contact you by telephone and send you written confirmation. Interview dates will be notified to successful applicants shortly after the application deadline.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

If you are not shortlisted for interview, we regret that due to the rising cost of recruitment and our efforts to prioritise funds towards education, it is not possible to write to unsuccessful applicants. If you have not received a reply within 5 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope this will not deter you from applying for subsequent posts which may be of interest. Please also note, the college is unable to provide interview feedback to unsuccessful candidates.

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