

**JOB DESCRIPTION –SUMMER AND SHORT COURSES ADMINISTRATOR (MATERNITY COVER)**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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|  **JOB DESCRIPTION** |
| Title of Post | Summer and Short Courses Administrator (Maternity Cover) |
| Purpose of Role  | The Summer and Short Courses Administrator has two very different yet complementary responsibilities: to coordinate the recruitment of temporary staff for the summer team prior to the season; and to ensure the smooth and effective administration of short and summer courses, with the main focus on the period mid-June to late August.  |
| Reporting Structure | The Summer and Short Courses Administrator reports directly to the Academic Manager and liaises daily with the Operations Manager, and, from time to time, with the Activity Director and the HR Department. |
| Key Responsibilities | 1. Provides administrative support to the Academic Manager for all online, short, spring and summer courses.
2. Assists with all aspects of the administration of courses: answering the telephone, sending emails, filing, photocopying and archiving documents, ordering supplies, updating payroll documents and analysing statistics.
3. Supports recruitment of teachers, activity organisers and welfare staff; manages applications and arranges interviews.
4. Prepares contracts and carries out rigorous safeguarding checks for successful applicants and maintains personnel files, in consultation with the Human Resources Department.
5. Monitors bookings and appointments week-on-week and advises the Academic Manager and rest of the summer team accordingly.
6. Gains product knowledge of the full range of courses across college.
7. Takes primary responsibility for direct customer enquiries by email, telephone and in person**.**
8. Supports direct and agent bookings throughout the registration process: responding to enquiries, monitoring or inputting student data in CLASS, invoicing, sending joining and visa documents, advising on transfers, taking payments etc.
9. Liaises with the Bursary about the collection of payments.
10. Prepares details for payroll at the end of each week in the spring and summer season, with input from the Academic Manager, the Activities Director, the Operations Manager and any short-course coordinators.
11. Prepares class lists for the Academic Manager each week, updating within the CLASS database, as necessary.
12. Coordinates Certificates and Reports for students during the final week of each course.
13. Welcomes students on four Sundays during the summer season as part of the summer rota.
14. Performs other related duties.
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| **TERMS AND CONDITIONS** |
| Terms of Employment | Full-time, Fixed term (maternity cover)Contract Duration – Up to 12 months, ideally to start from 11 January 2021 |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL  |
| Hours of Work | 09.00am – 17.00 hours Monday to Friday35 hours per week, with a commitment to work four Sundays during peak summer season (the salary takes this into account). There will be a requirement to work other Sundays in summer, which will be paid hourly as overtime at 10.48 p/h. |
| Probationary Period | 3 months |
| Notice Period | 1 Month |
| Salary / Pay | £23,370 p.a. which is Grade 4 point 4 on the ACLS pay scale. |
| Annual Leave | 22 days’ annual holiday entitlement pro rata, plus normal public holidays.Work on a number of bank holidays will be needed with time off in lieu (the College is usually open for all such public holidays except those at Christmas and the New Year). |
| Pension | A contributory pension is offered through St Clare’s group personal pension scheme. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| Meal | A free lunch is provided in the College catering outlets on working days and when students are in residence. |
| **PERSON SPECIFICATION***The successful candidate will have demonstrated the following essential skills and experience:* |
| Education and qualifications | * Good level of computer skills (Word, Excel, etc.)
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| Knowledge, skills and experience | * Proven experience of prioritising workload and meeting deadline/ targets
* Proven experience in a similar role
* Proven ability to work under pressure role
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| Personal skills and attributes | * Driven, hardworking and enthusiastic individual who pays close attention to detail
* Efficient and conscientious
* Strong organisational and time management skills
* The ability to communicate clearly and effectively with a wide range of people
* Strong communication skills in English, both written and spoken
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| **References and Pre-employment Checks***St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.**Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.**  |
| Health questionnaire | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | Prohibition order checks will be carried out for all teaching positions and for senior management positions as appropriate |
| **HOW TO APPLY** |
| Applications | ***Applications must be made using the College’s standard application form*** which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).***CVs will only be accepted if accompanied by a St Clare’s application form.*** |
| Email | Applications should be submitted by email to recruitment@stclares.ac.uk |
| Post | Alternatively, send to:Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: recruitment@stclares.ac.ukTel: 01865 552031 |
| Deadline for applications | **12 noon on Monday 16 November 2020** |
| Interviews | **Week commencing 23 November 2020**The interview process will include some testing of key attributes. |