



Job Description

JOB TITLE:	Administrator – Industry Placement /Careers / Student Services
SALARY:	Scale G16 £21,812.32 – G19 £24,243.48 (FTE £23,695.00 - £26,336.00)
HOURS:	37 hours per week (41 Weeks Term Time Only)
REPORTS TO:	Industry Placement and Careers Manager
CAMPUS:	Slough & Langley College
JOB PURPOSE:	This role is essential in ensuring the smooth running of administrative processes, supporting students with placement documentation, liaising with employers and stakeholders, and providing frontline support at the welcome desk.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. General Administrative Support: Assist with all aspects of industry placement and careers administration, ensuring accurate record-keeping and compliance with policies.
2. Registers & Attendance: Maintain and update student placement registers, tracking attendance and follow ups.
3. EHCP Meeting Transcription: Accurately transcribe education, Health & Care Plan (EHCP) meetings, ensuring detailed and confidential record-keeping.
4. Status Letters: Prepare and issue student status letters as required.
5. Welcome Desk Duties: Provide a friendly and professional first point of contact for students, staff, and external visitors, assisting with inquiries and signposting support.
6. Database Management: Maintain up-to-date digital records of student placements, employer details, and career interactions.
7. Communication and Coordination: Liaise with students, employers, and academic staff to ensure effective placement arrangements and career service support.



NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

March 2025



PERSON SPECIFICATION
Administrator – Industry Placement

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Level 2 Qualification in English (GCSE Grade A – C or grades 9-4 or equivalent) (Please state this in your application form)	✓		AF
Level 2 Qualification in Maths (GCSE Grade A – C or grades 9-4 or equivalent) (Please state this in your application form)	✓		AF
EXPERIENCE			
Proven administrative experience, ideally within education, careers, or student support		✓	AF/IV
Strong IT skills, including proficiency in Microsoft Office (Word, Excel, Outlook) and/or Google Workspace	✓		AF/IV
Experience of working with young people		✓	AF/IV
SKILLS, KNOWLEDGE AND ABILITIES			
Excellent communication skills, with the ability to interact professionally with students, employers, and staff.	✓		AF/IV
High attention to detail and accuracy in data entry, transcriptions, and documentation.		✓	AF/IV
Demonstrable IT skills including Google Workspace, Microsoft Word, Excel, Outlook, Internet and ability to work with complex databases.	✓		AF/IV
Proven ability to be flexible and adapt to changing working environment		✓	IV
Proven ability to work effectively in a team		✓	IV
Proven organisational skills and the ability to work under pressure and meet deadlines.		✓	IV
A friendly and approachable demeanor, committed to providing excellent customer service.		✓	AF/IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.



All of the elements marked AF/IV will also be assessed at interview.
All or some of the elements may be assessed by the Test/Presentation