



### Job Description

<b>JOB TITLE:</b>	ALS Administrator
<b>SALARY:</b>	Scale G £15957.63 - £17736.24 (£23695 - £26336 FTE)
<b>HOURS:</b>	30 hours per week
<b>BASIS:</b>	Part Time, Term Time Only (37 weeks, 43.31 paid), Fixed Term (Maternity Cover)
<b>DEPARTMENT:</b>	ALS
<b>CAMPUS:</b>	Slough & Langley College and BCA
<b>JOB PURPOSE:</b>	To provide effective and timely administrative support to the FE ALS department.

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

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#### **The main duties and responsibilities of the post include the following:**

- On a daily basis provide efficient and effective administrative and organisational support to the ALS department.
- To offer comprehensive organisational support for shared ALS mailboxes, ensuring efficient management and timely responses.
- To take professional meeting notes and provide administrative support during both online and in-person Annual Review meetings.
- To assist with inputting student data during enrolment.
- To liaise with relevant internal departmental staff and external professionals as required with regards to EHCPs, Annual Reviews and Additional Learning Support
- To maintain appropriate databases, spreadsheets, and other records for the team as necessary.
- To maintain a filing and retrieval system (electronic and paper) for all areas of work.
- To act as clerk for meetings and to produce and disseminate agendas, accurate minutes and actions where appropriate.
- Attend regular training and departmental meetings.
- To carry out exam Invigilation
- To participate in College Open Events, visitor opportunities and other events.
- You may occasionally be required to work elsewhere within the college.

In addition to the specific tasks which distinguish one job from another and the terms and conditions in contracts of employment all staff have common responsibilities which are also integral to their terms of employment.



These are as follows:

- To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
- To maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.
- To encourage students to respect others and value their individuality.
- To safeguard the reputation of the College and promote College achievements.
- To encourage students and visitors to take pride in their environment and treat it with respect.
- To protect confidential information about, or in the possession of, the College.
- To promote diversity and inclusion in the conduct of your work.
- To undertake training and personal development as required to fulfil your responsibilities and develop your potential.
- To follow and promote all statutory regulations and College standing instructions, policies and procedures including regulations for students, security and emergency procedures.
- To maintain at all times, good professional relations with colleagues, students and the public.
- Dressing appropriately to maintain standards in personal presentation, tidiness and safety.
- To keep physical assets belonging to the College in good order and free from damage and misuse and report maintenance and repair promptly.
- To use College resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.
- To observe College policies and practices for the protection and enhancement of the environment and be aware of and comply with the environmental legislation relating to all aspects of the College's resource and property management.
- To take personal responsibility for acting professionally and competently when serving as a college representative internally or externally on a committee or at an event.

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

Feb 2025



## PERSON SPECIFICATION

### ALS Administrator

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Qualified to Level 3 standard	✓		AF
A Level 2 Qualification (GCSE A-C or equivalent) in English (please state this in your application form)	✓		AF
A Level 2 Qualification (GCSE A-C or equivalent) in Maths (please state this in your application form)	✓		AF
<b>EXPERIENCE</b>			
Recent experience or knowledge of working in a SEND or Educational Environment		✓	AF/IV
Ability to demonstrate successful experience in a confidential environment		✓	IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
The ability to work as part of a team and independently	✓		AF/IV
Possession of excellent interpersonal, organisational, communication and IT skills	✓		IV
The ability to work well under pressure and to tight deadlines	✓		IV

**KEY:**

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

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation