

Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title: **Administrative Assistant – Study Centre**

Hours of work: Full time (35 hours per week), term time plus 3 weeks (42 weeks) – 0.91 FTE (full time equivalent)

Salary Scale: SFCA Support Staff Salary Scale Point 7-10 £25,951 - £27,773 per annum (pro rata amount: £23,615 - £25,273 per annum)

Reports to: Admin Support Manager

Job Purpose: To facilitate and supervise student independent study within the College's Study Centre.

Main Responsibilities:

Operational/Strategic

- To supervise student independent study within the College's Study Centre.
- To provide administrative assistance to the main College Office and Student Services.

Staffing

- To take part in staff development as appropriate.
- To take part in the College's Professional Development Review process.
- To work as part of a team and to ensure effective working relations with staff and students alike.

Communications

- To attend meetings in accordance with the College's meetings schedule.

Other:

- To support the aims and objectives of the College.
- To assist, when requested, at College events, i.e. Parents' Evenings, Open Days etc.
- To undertake any other duties of an equal nature as assigned by the Principal (or their designated alternate).

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc.
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

<i>Reviewed by:</i>	<i>Sue Taylor</i>	<i>Date of last review:</i>	<i>September 2026</i>
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