

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

Hours of work: Term Time + 3 (42 weeks per year) - 0.91 FTE (full time equivalent)

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

Reports to: Admin Support Manager

Job Purpose: To work across the Administration function, reporting to the Administration Support Manager. Based within the reception / student services area to provide an administrative service for the College's Main Reception Office, Student Services and Study Areas.

To provide an efficient, helpful & courteous service which responds to enquiries from staff, parents and other external parties & organisations. This role will be included on the rota system to provide cover for the Main Reception Office from 8am – 5pm as required.

Main Responsibilities – Receptionist Role

- To receive visitors at the Main Reception counter and to deal with any person to person enquiries.
- To monitor the College e-mail account and to forward e-mails to the relevant party within college.
- To ensure the reception area portrays a welcoming environment and to ensure office supplies are at an appropriate level.
- To answer telephone calls, forward such calls as appropriate, record any messages and relay such messages to the relevant staff member.
- To deal with all incoming and outgoing post and parcel deliveries appropriately.
- To deal with any general enquiries & questions as arise during the normal course of duties.

Main Responsibilities – Student Services

- To be trained in all aspects of the Student Services Liaison role. This will give parity of knowledge relating to trips administration, ID card processing, student confirmation letters, the cash register and other functions ensuring holiday and sickness cover can be provided as appropriate.
- To assist the Student Services Liaison role as required during "busy" periods.
- To provide cover for the Student Services Liaison role and other admin roles as directed by the Admin Support Manager.

Main Responsibilities – Study Centre Role

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

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 assist in all other administration functions at the college as directed by the Admin Support Manager.
- To attend meetings for all College Staff, as necessary.
- To attend all support staff training.
- To undertake any other duties appropriate to the level of post and as directed by the Principal, Director of Finance or Administrative Services Co-ordinator.

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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