



Every day inspired

JOB DESCRIPTION

JOB INFORMATION

Job Title:	Administrator
Department:	Community – Education
Contract type	Permanent 25 hours per week (Term time only, 36 weeks of the academic year)
Salary	National Minimum Wage
Site:	SWFC Education Hub
Working Hours:	9:15am – 2:45pm (inc. 30-minute lunch break)

POSITION IN THE ORGANISATION

Reports to:	Education Manager
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OVERALL PURPOSE OF JOB

A partnership between Sheffield Wednesday Football Club Limited (SWFC) and The Football League Trust.

The purpose of your role as Administrator is to ensure all administrative tasks are completed efficiently and effectively, to support the day-to-day running of the Organisation.

GENERAL DESCRIPTION – TASK RELATED

- To complete all reception duties, including transferring calls and dealing with general customer enquiries.
- To ensure the health and safety of the education programme by enforcing ID badges are being worn or students are signing in/out at reception.
- To ensure the medical database, additional learning needs support database, staffs qualifications database and student records are kept up to date.
- To complete all relevant paperwork records, filing and storing information as appropriate.
- To provide, assist and ensure students complete all necessary paperwork and this is filed/ passed on accordingly.
- To prepare and issue any student correspondence/certificates.
- Monitor student's overall attendance across the study programme and complete registers as appropriate.
- To prepare and distribute letters home to students/ parents/guardians.
- To contact students/parents/guardians as required, regarding exams, attendance, etc
- To ensure the notice board and event/promotion boards are kept up to date, this includes the reception TV.
- To liaise with marketing companies for website news bulletins.
- To monitor and order office stationery, as required.
- To ensure all property issued to students/staff is monitored and managed accordingly.



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- To conduct any bulk printing/ laminating which may be asked of by other members of staff.
- To document and write up meeting minutes.
- To assist with arranging open evenings, parent evening bookings, etc.
- To assist and organise open events to aid in the recruitment and retention of students. This includes collating information for potential new students.
- To assist in the planning and running of the GCSE enrolment day.
- To assist in the communications and planning of trips, tours or football matches.
- To ensure all requests from the club are managed.
- To organise and liaise with the football club for room bookings, whether this be classes or meetings.
- To maintain CPD.
- To always represent the organisation in a professional manner.

QUALIFICATIONS:

Satisfactory DBS check
Safeguarding training (can work towards in post)
5 GCSE's Grades 1-4 or equivalent.

SKILLS & EXPERIENCE:

Experience of working in an administration role is desirable.
Experience of working in education is desirable.
Good communication skills both written and oral.
Organised
Attention to detail.

SWFCCP is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

SWFCCP is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such you may be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service and prior to taking up any role.

[A shortlist of suitable applicants will be completed shortly after the closing date and successful candidates will be contacted about the interview process.](#)

If you feel you have all the qualities and experience, please send all CV's and covering letter to ed.kinsey@swfc.co.uk

Closing Date: Friday 22nd July 2022