



Job Description Administration Officer

Line Manager: Centre Manager

Line Manager Reports to: Operations Director

Responsible for: Coordinating all administrative aspect of the centre including communication, documentation and manager's support.

Rationale of the role in Greenwich International Education: Centre Administrators are responsible for organising and managing all the administrative records in the centre. These range from academic items such as student lists, registers, outcome reports and certificates to items with the activity team like activity registers, staff time sheets. It will also include assisting the centre manager with rooming lists, incident reports and keeping financial records up to date.

Responsibilities & Tasks

GENERAL

1. Possess good IT literacy, with familiarity in MS Excel, MS SharePoint, and other office applications.
2. To follow and complete all daily and weekly tasks as per pre-arranged schedules.

PRE-CENTRE SETUP

1. Participate in a formal training session encompassing statutory induction requirements.
2. To assist setting up and the summer centre. To familiarise yourself with the campus, print and publish all Handbooks and policies and make them available in the Centre.
3. Execute the organization and maintenance of Staff and Group Leader Induction Checklists through diligent filing and scanning procedures.

ACADEMIC SUPPORT

1. Facilitate the preparation of placement tests for incoming groups.
2. Coordinate with the Director of Studies (DoS) regarding the scheduling of arrivals and departures, ensuring readiness for testing and zig-zag placement.
3. Collaborate with the DoS to oversee the printing of Certificates and Learning Outcome Reports at the conclusion of each course.
4. Work closely with the DoS to compile class registers and allocate classrooms effectively.
5. Organize and compile feedback from both the 3-day and End-of-Course evaluations.

Document created 14/12/2023 by Alex Brown & Shameck Pio. Reviewed annually or more regularly if required.



CENTRE SUPPORT

1. Scan and collate Next of Kin forms for students.
2. Coordinate with the Centre Manager (CM) to gather and organize student deposits.
3. Collaborate with the Activities Manager (AM) to create registers for all activities and excursions, including coach lists.
4. Work with the AM to collect and organize staff time sheets.
5. Coordinate with the AM to procure tickets, bus passes, and staff packs for excursions.
6. Collaborate with the CM to assist with group arrivals and departures, managing tasks such as room key allocation and collection.
7. Keep a written record from all meetings.

Rates of Pay

Rates of pay will be detailed in your job offer. Salary is paid fortnightly in lieu.

The role is 6 days a week and all accrued holiday is paid. Full-board accommodation is provided during the period of employment by GIE. Working hours will include evenings and weekends.

All staff have a duty of care at all times. There are times on campus when students are not directly supervised (having lunch, walking to and from the residence, chatting with friends, etc.), but this duty of care means that staff must remain vigilant during these non-teaching and non-activity times, so that any behaviour which might lead to harm of the individual or those around him/her can be stopped or reported.

Training

It is a prerequisite of employment that all staff attend the training sessions. This training session includes their statutory induction. Accommodation and food will be provided. Full details of the training sessions will be sent at a later date.

In addition, all management staff will receive a job-specific manual, detailing their role and company procedures. All staff are required to read and understand their manual fully and implement the procedures contained within.

Safer Recruitment Policy

Greenwich International Education operates a strict safer recruitment policy, and all staff will have checks made on their suitability to work with children.

All applicants will be required to supply an up-to-date CV (any gaps in employment history must be explained satisfactorily) and the contact details of 2 suitable referees (including former employers) which will be checked prior to employment. The referees will be asked specifically about your suitability to work with children.



GREENWICH

International Education Ltd.

All employees will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas.

All employees are required to undertake Safeguarding and Prevent Duty online training before starting employment with GIE.

All employees will be expected to provide proof of identity and all relevant qualifications (originals only) - copies will be taken for our records.

Document created 14/12/2023 by Alex Brown & Shameck Pio. Reviewed annually or more regularly if required.

Greenwich International Education
52 Abbotts Crescent, London, E4 9SB

Telephone:
+44 (0) 20 8148 7843

Email:
info@greenwich-international-education.com