

**Job Title:** Faculty Administrator

**Responsible to:** Director of Curriculum & Support

The Faculty Administrator acts as an interface in pastoral matters between the faculty staff and the students and their parents/carers, taking responsibility for the full range of administrative duties in the faculty. They will work as a member of the Faculty Administration team, which is co-ordinated by the team leader.

Responsibilities will include:

1. Providing full clerical and administrative support for the Director of Curriculum & Support and Senior Tutors in one faculty, including managing their diaries.
2. Facilitating and supporting faculty meetings, including preparing agendas and minutes.
3. Supporting the faculty in all aspects of delivering parents' evenings including liaison with parents, students, staff and other College departments, room booking and any other necessary arrangements.
4. Liaising with parents concerning student absences or problems.
5. Recording and monitoring student absences; answering parents/teachers' queries.
6. Providing front line support and advice for the faculty staff, students and parents, dealing with enquiries both administrative and personal; triage of complex enquiries.
7. Administering the Parental Portal – forwarding/responding to e-mails, as well as answering queries
8. Assisting with the processing of student applications and references as necessary.
9. Supporting UCAS advisers and Directors of Curriculum & Support as necessary with the administration of student applications to overseas universities.
10. Responsibility for initiating proformas, templates and ensuring the completion of audit trails.
11. Supporting personal tutors with administration and pastoral problems connected with the students in their tutor group.
12. Working closely with Study Support where students are receiving additional support e.g. setting up review meetings and the associated paperwork. Supporting Study Support when required with calls/emails home.
13. Supporting the other Faculty Administrators to cover for colleagues' absence or during busy periods.
14. Providing support to teachers with curriculum matters, such as chasing up outstanding coursework, contacting parents etc.

15. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
16. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
17. Any other duties as may reasonably be directed by the Principal

June 2025

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**PETER SYMONDS COLLEGE****PERSON SPECIFICATION**

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**Essential Qualities**

- Ability to solve problems, offer solutions and commitment to continuous improvement
- Educated to A level or equivalent standard.
- Proficient IT skills including in Word, Excel and Google Suite.
- Proven ability to carry out administrative tasks efficiently.
- Proven ability to communicate effectively (with staff, students and parents) - face to face, on the telephone and by email.
- Effective and supportive team player
- A genuine interest in the welfare of young people.
- Ability to use initiative and respond to the unexpected.
- Emotional resilience to deal with challenging student matters.
- Ability to deal sensitively with confidential issues.
- Able to stay calm under pressure.
- Sense of humour.
- Commitment to the protection and safeguarding of children and vulnerable adults.
- Commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

**Desirable Qualities**

- Understanding of post-16 education
- Experience working with 16-19 year olds.
- ICT qualification such as ECDL or equivalent.