



**Warrington
& Vale Royal
College**

Our mission is: 'Inclusion, realising potential; transforming lives'

JOB DESCRIPTION

Job Title: Business Centre Administrator

Responsible to: Business & Partnerships Manager: Skills & Destinations

Accountable to: Assistant Principal: Partnerships & Growth

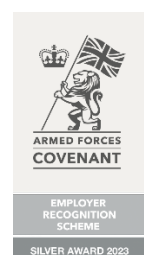
Job purpose

Provide efficient and effective administrative support to the Business & Partnership Managers and their staff, helping to ensure that the college's Business Centre operates in an organised and productive manner.

Work closely with the Senior Business Engagement Coordinator to conduct prime administration and communication duties in support of employer-led activities, Careers Week, the coordination of industry placement and other employer-related events and activities.

Key responsibilities

- Provide efficient and effective administrative support to the college's Business Centre and its staff.
- Lead on the administration of the college's curriculum-focused employer activities, including communications with employers, students, teachers, parents and curriculum managers.
- Work closely with the other Business Centre Administrators to lead on the administration of the college's bi-annual Careers Week.
- Support the Business & Partnership Manager: Skills & Destinations and the Senior Business Engagement Coordinator to internally coordinate student focused employer activities, including matching students to appropriate employer-led opportunities.



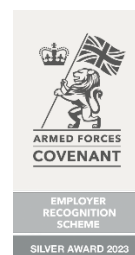
- Day to day tasks include assisting in diary management, answering/making telephone calls, organising meetings with both internal and external clients, managing external bookings, setting up meetings, processing hospitality requests and purchase orders, minuting meetings and other administrative duties.
- Dealing with stakeholder enquiries, and respond to or refer enquiries as appropriate
- Producing data & progress reports for student-related, employer-led activities.
- Work closely with the other Business Centre Administrators to ensure employer records are up to date and well maintained.
- Complete employer Health & Safety Assessments as required
- Support the student DBS completion process as required
- Act as an effective and responsive team member providing assistance to others as requested
- To be aware of policies and procedures and act according to them
- Be willing to work flexibly across the team as required at all times
- Any other duties commensurate with the post.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.



- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

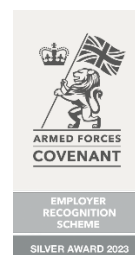
Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our college values are:

We put our students and customers first - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do



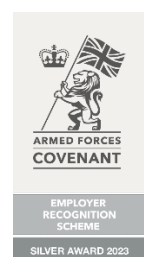
We pursue excellence in all we do - a passion for inclusive, high-quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- 5 GCSEs with Grade C or above in English and maths

Experience and knowledge

- Ability to quickly learn office systems and procedures
- Experience in the use of Microsoft 365 (*Word, Excel, PowerPoint, Outlook, One Drive, Sharepoint*)
- Experience in the production of documents and the collation and maintenance of information
- Ability to use spreadsheets and basic formulas
- Experience in liaising & communicating with external clients/customers

Desirable

- Experience of working in an educational setting

Skills and abilities

- Excellent oral and written communication skills
- Excellent organisational skills with an ability to manage own workload and priorities in order to meet deadlines
- A proactive attitude, demonstrating initiative and problem-solving skills
- The ability to prioritise work against competing and challenging demands to meet deadlines
- The ability to multi task and respond to changing priorities
- Excellent interpersonal skills, including the ability to deal with face-to-face and telephone enquiries in a courteous, professional and patient manner, providing a high level of customer care
- Ability to exercise discretion and confidentiality
- Ability to work as part of a team and a flexible approach in order to adapt to changing work requirements
- Ability to follow clear directions
- Ability to produce work of a high standard with a high level of accuracy and attention to detail.
- A positive 'can-do' attitude
- Demonstrate a keenness to learn and take direction.

Updated October 2025

