

Site Services Administrator

Part time, 2.5 days

Salary: £15,670 – £16,961 FTE

Closing Date: open until filled

Interview Date: from 15th January 2018 (flexible)

Start Date: immediate

Nexus ICA is looking to appoint a proactive, organised and dedicated individual to work as the Site Services Administrator. Working primarily with the Senior Administrator and Site Services Facilitator, you will be responsible for providing administrative support to all aspects of the management of the facility.

You will have excellent interpersonal skills enabling you to relate to, and communicate effectively with, all staff, students, contractors and the public. The role involves being a key point of contact for external bookings including room hire and managing the private teaching resources.

You will have a proven track record of administrative skills enabling you to provide day to day assistance with facilities management, alongside keeping abreast of renewals and service contracts, creating alerts and reminders and ensuring licensing is kept up to date.

The Employer

Nexus ICA is a faith-based educational institution based in Coventry delivering a BA(Hons) degree in Popular Music and Worship. With a vision to be Europe's leading Christian institute for vocational arts and technology training, you will be joining the organization at a time of expansion and development in the Higher Education sector.

The staff are dynamic, energetic, caring and devoted to providing our students with the best environment possible for learning in all areas of life. All staff are involved in a wide range of activities that are deliberately created to enhance the learning experience. We are future-facing, focused and committed to developing an educational platform that pushes the boundaries of expectation in the Higher Education sphere. Our mission and values statements (available on our website) permeate every area of life at Nexus, and are fully upheld and demonstrated by each staff member.

You will be working with colleagues who together are responsible for ensuring seamless administrative support to the entirety of Nexus ICA. While this role functions within Operations, your involvement will not be limited to this area. In particular, you will be expected to give

energy and ideas to extra-curricular activities which are an essential part of the course and help to produce a growth mindset among staff and students alike.

Essential Skills and Characteristics

Effective Communication and Team Development

To have a clear understanding of the protocols and communications skills required to manage the many different usage requirements of the building. The ability to discern how the many and varied demands are handled in order to ensure they are prioritised correctly and in a timely manner.

To work as part of a team, and in particular with the Senior Administrator and Site Services Facilitator.

To demonstrate use of excellent communication skills; being the first point of contact for external hire enquiries and any other out of hours building usage.

To help organise and oversee teams of students as they assist with the running of the building.

Commitment to Excellence

To seek ways of improving practice by reflecting on methods of working and by obtaining and analysing line manager's observation and other senior management feedback.

To commit to engaging with further training as appropriate to your role.

To understand the discipline required for good record-keeping, for the efficient production of data as and when required.

Effective Decision Making

To make collaborative decisions with senior management on the development of administrative procedures as related to the facility.

Planning, Time Management and Organisation

To work with the Site Services Facilitator to ensure teaching staff are able to fulfil the demands of the timetable by maintaining appropriate rotas and making sure information is readily available on building usage.

In the context of managing the building and other resources such as vehicles through the use of calendars; possess strong organisational and planning skills which enable you to look ahead and ensure the necessary resources are available when required.

To ensure personal standards of punctuality and reliability.

Pastoral Care and Student Wellbeing

To have a working knowledge of the support that is available to students and direct where appropriate.

Teaching and Learning

To work effectively as part of the Operations and Administrative team to further the education of the students through the training and development of student teams where appropriate.

Commitment to Nexus ICA's holistic approach to learning.

To make a significant contribution to extra-curricular activities that form part of the student experience.

Knowledge and Experience

Experience

- A proven track record of organising, planning ahead and managing a varied and complex range of tasks and responsibilities.
- Competency in the use of IT systems and technology is essential.

Skills/Attributes

- An ability to operate within a team based upon strong Christian values and principles.
- Excellent written and verbal communication skills.
- Organisational skills including the ability to plan ahead in order to manage a fluctuating work load throughout the academic year
- Administrative skills which includes the discipline to deliver in a complex and diverse environment.
- The ability to research and report back to senior management with advice and recommendations where necessary.
- Competent in the use of Microsoft Office products including Word, Excel and Outlook, especially for record keeping and reporting.
- Aptitude for, and willingness to develop and or learn, new applications and systems of operation.
- An ability work as part of a team.

General duties

- To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you in order to further the aims and objectives of the Institute.

- To take responsibility for upholding and complying with Nexus ICA's Mission and Values statements and for behaving in ways that are consistent with fair and equal treatment for all.
- To attend relevant training and meetings as required.
- To comply with all Health and Safety policies and work in accordance with the Health & Safety at Work Act, ensuring the Institute is a safe environment for staff, students and visitors.
- To work at all times in accordance with Nexus ICA's policies, procedures, mission and values.