

## **LONDON SCHOOL OF THEOLOGY**

### **Job Description and Person Specification** **Vocational Services Administrator**

#### **Job Summary:**

The purpose of this role is to provide administrative, systems, technical, inter-personal, communications and management support to the Director of Vocational Services to ensure the efficient and effective operation of the department.

Line Manager: Director of Vocational Services

#### **Specific duties:**

1. Accurate data maintenance:
  - review and process placement forms
  - update student records and input data onto the database
  - analyse feedback and produce activity reports.
2. Communications:
  - support the Director of Vocational Services to ensure all information regarding our activities and resources is communicated clearly to the Student Body, individual students and other interested parties
  - assist in the day-to-day management of Vocational Services by being available to students to lend support, answer questions and trouble-shoot
  - liaise with students to ensure timely submission of placement paperwork around calendar deadlines through the academic year
  - work with the Director of Vocational Services to update placement opportunities (weekly and vacation) and promote them to students throughout the year
  - keep vocational information up-to-date and available for students and alumni by uploading online job adverts at regular intervals.
3. Technical support:
  - help create, maintain and update Vocational Services presence on LST website
  - upload and give creative input to Placement modules on LST's VLE
  - create online forms, spreadsheets, placement calendars, badges, certificates, Powerpoint slides; interview schedules; reports and analysis.
4. General administrative and management assistance:
  - printing; photocopying; filing; shredding; laminating as required
  - assemble occasional student packs
  - create displays
  - create badges for placement supervisor or other visitors
  - support the Vocational Services Director plan events
  - undertake other appropriate duties as directed.

## Person Specification

The ideal candidate for this role will have the following qualities/experience:

- Exceptional communication and customer service skills
- Ability to work without supervision (a self-starter)
- Excellent time management, prioritisation and organisational skills
- Strong attention to detail
- Good team player
- High level competence in administration systems and procedures (MS Office: Outlook, Word, Excel and experience in Powerpoint and/or Pagemaker)
- Experience in inputting and navigating database management systems (Ellucian Quercus or equivalent student information system)

## Terms and Conditions of Employment

Salary:	£8,000 p.a. (£20,000 per annum FTE)
Hours:	14 hours per week (0.4 FTE) with the ability to work additional hours during busy periods
Lunch:	Where appropriate a one-hour unpaid lunch break should be taken.
Holiday:	22 days per annum pro-rata plus public holidays. LST is closed between Christmas and New Year and this is given as additional leave.
Pension:	Eligible to join contributory School pension scheme.
Notice:	During the six month probationary period, one week's notice may be given in writing on either side. After this period, one calendar month's notice on either side is required.

London School of Theology is a Christian college and, as such, it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

## Application Process and Closing Date

A letter of application, with a full and current CV, should be submitted to [recruitment@lst.ac.uk](mailto:recruitment@lst.ac.uk)

Closing date: 0900 hours Monday 6 January 2020

Interviews will be held on Thursday 9 January 2020