



## IT ADMINISTRATOR JOB DESCRIPTION

JOB ELEMENT	DETAIL
<b>JOB TITLE:</b>	OIC IT Administrator
<b>REPORTING TO:</b>	IT Officer, Thomas Zavros Estates and Facilities Manager, Simon Guest
<b>WORKING WITH:</b>	All staff and students within the OIC Community
<b>START DATE:</b>	September 2022
<b>DEPARTMENT/LOCATION:</b>	Oxford International College  You will move between the three teaching buildings - all are in the Central Oxford area.
<b>NATURE AND SCOPE OF THE ROLE:</b>	<ul style="list-style-type: none"><li>- To provide support to the OIC IT Officer and to work as part of a team with the IT Officer, Manager and other IT Engineers.</li><li>- To assist the IT Officer in providing support to the wider OIC Community including staff and student end users of the IT systems provided by the College.</li></ul>
<b>MAIN PURPOSES:</b>	<ul style="list-style-type: none"><li>- To work within the IT team with the IT Manager and other Engineers.</li><li>- To provide hands on direct support of College IT systems to the College staff and student end users.</li><li>- To work to objectives and timescales set by the IT Manager and Estates &amp; Facilities Manager.</li><li>- To work to professional levels of good practice in line with College policies and procedures and in accordance with legal requirements.</li></ul>

	<ul style="list-style-type: none"> <li>- To gain a good understanding of the IT systems at the college, specifically the database systems such as REACH and iSAMS.</li> <li>- To work with the Attendance Officer to ensure that attendance is tracked in a timely and efficient manner within the iSAMS system.</li> <li>- To work with the academic team twice annually to ensure that reports are delivered to parents in a timely and efficient manner.</li> <li>- To work with teachers in order to set-up and test presentation facilities in classrooms, halls and meeting rooms where requested.</li> <li>- To help identify any IT needs and proactively recommend solutions.</li> <li>- To assist in the procurement of new equipment and software.</li> <li>- To keep accurate records and an up-to-date asset register.</li> <li>- To promote the guiding principles of the college - integrity, positivity, respect, compassion and service.</li> </ul> <p>This role will involve interaction with teaching, business and student IT users - therefore it is important that the post-holder has excellent interpersonal skills.</p> <p>This role could suit a college leaver, keen to “hit the road running” and willing to learn new systems.</p>
<p><b>CHILD PROTECTION, DISCIPLINE, HEALTH &amp; SAFETY</b></p>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>• To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities.</li> <li>• To liaise with the Designated Safeguarding Leads if a concern arises.</li> <li>• To understand and uphold the Government’s statutory guidelines of ‘Keeping Children Safe in Education’ in accordance with the college’s policies and procedures.</li> </ul>
<p><b>CRITICAL SUCCESS FACTORS</b></p>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• have excellent interpersonal skills.</li> <li>• come from an IT background with experience of providing first-rate customer service.</li> <li>• have the experience and confidence to work with end users at all skill levels.</li> <li>• have a good level of end use IT experience.</li> <li>• have an excellent level of experience with Microsoft 365, administration and knowledge of working with MIS systems such as iSAMS.</li> <li>• be thorough and meticulous with a keen eye for detail.</li> <li>• have excellent communication skills at all levels.</li> <li>• be responsive in a timely manner to email communication.</li> </ul>

	<ul style="list-style-type: none"> <li>• be able to create a welcoming and friendly environment whilst at the same time working efficiently.</li> <li>• be someone with strong a sense of humour, flexibility, patience and creativity.</li> </ul>
<b>GUIDING PRINCIPLES</b>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> <li>• Our actions and words reflect integrity, positivity, respect &amp; compassion, and a strong sense of service to others.</li> <li>• We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.</li> <li>• The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.</li> </ul>
<b>HOLIDAY</b>	28 days per annum + public holidays
<b>HOURS OF WORK</b>	To be determined at second interview but the suggested hours are 9.00 – 6.30 (with one hour for lunch).
<b>APPLICATIONS</b>	To apply, please complete an application form and return it to <a href="mailto:recruitment@oxcoll.com">recruitment@oxcoll.com</a> together with a copy of your CV and a covering letter explaining a little about you and why you feel the role is right for you.
<b>SALARY &amp; BENEFITS</b>	<p>Starting salary between £21,000 and £23,000.</p> <p>(to be decided depending on qualifications and experience)</p> <p>College Pension</p> <p>28 Days Holiday + Public Holidays</p>
<p><i>The College is committed to equality and diversity and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.</i></p> <p><i>Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition, overseas and EEA checks.</i></p>	