JOB DESCRIPTION

STUDY SUPERVISOR AND ADMINISTRATIVE SUPPORT OFFICER

Job Title
Study Supervisor and Administrative Support Officer

Responsible To
The Principal, General Manager, Office Manager

Rate of Pay
NJC SCP 11-14: £29,071 - £30,515 / Pro rata £15.4868 - £16.2560 per hour

Hours
The hours of work are 18 hours per week, term-time (3 dpw/Mon-Wed/ 9.00am-3.45pm with 45 minutes for lunch break) (normal full-time hours are 36hpw).

JOB PURPOSE

To supervise and manage the Study Hall, ensuring a safe, orderly and productive learning environment for students.
To provide effective administrative support, including support for facilities management, maintenance administration, health and safety compliance, asset management, audit governance and operational record keeping.

MAIN DUTIES AND RESPONSIBILITIES

1. Study Hall Supervision

- Supervise students during allocated Study Hall sessions.
- Ensure an appropriate atmosphere conducive to study and independent learning.
- Monitor attendance and punctuality of students attending Study Hall.
- Record and report student behaviour concerns in accordance with procedures.
- Promote positive behaviour and reinforce College expectations.
- Support students in remaining focused and engaged during study periods.
- Refer safeguarding, welfare or behavioural concerns to appropriate staff.
- Ensure the safety and wellbeing of students at all times.
- Maintain accurate records relating to Study Hall attendance and incidents.
- Assist with examination supervision and invigilation as required.

2. Administrative Support

- Provide administrative support to the Office Manager, General Manager and senior staff.
- Produce correspondence, reports, spreadsheets and other documentation.
- Maintain accurate electronic and paper filing systems.
- Process, update and maintain records using management systems.
- Respond to routine enquiries from staff, parents, contractors and external agencies.
- Assist with minute-taking and administrative support for meetings when required.
- Support the administration of events, activities and operational projects.

3. Maintenance and Facilities Administration

- Maintain records relating to planned preventative maintenance programmes.
- Monitor maintenance requests and maintain records of repairs and completed works.
- Assist in obtaining quotations and maintaining procurement documentation.

- Monitor servicing schedules for equipment and facilities.
- Maintain records relating to statutory inspections and compliance checks.
- Support the management of contractor documentation including insurance certificates, qualifications and risk assessments.
- Assist in co-ordinating access arrangements for maintenance contractors.
- Escalate maintenance issues requiring urgent attention.

4. Health and Safety Compliance

- Assist in maintaining health and safety records.
- Support the administration of risk assessments and associated documentation.
- Maintain records of mandatory compliance requirements.
- Record and track actions arising from health and safety audits and inspections.
- Support implementation of health and safety procedures and policies.
- Promote safe working practices throughout the College.

5. Audit Governance

- Assist in undertaking periodic checks of assets and equipment.
- Support preparation of documentation required for internal and external audits.
- Support implementation of recommendations arising from audit reviews.

6. General Responsibilities

- Maintain confidentiality in all aspects of the role.
- Comply with the College's safeguarding, child protection, health and safety, GDPR and equality policies.
- Participate in training and professional development activities.
- Attend meetings as required.
- Undertake any other duties consistent with the grade and responsibilities of the post.

November 2026