**NEWBURY COLLEGE**

**JOB DESCRIPTION**

**POST TITLE:** Community Learning Administrator

**HOURS:** 37 hours to include one evening per week plus the occasional additional evening or Saturday when necessary

**SALARY:** £9.19 per hour

**ANNUAL LEAVE:** 22 days plus bank holidays

**DATE OF ISSUE:** Sept 2019

**JOB PURPOSE:** The post-holder will work with the Community Learning Curriculum Manager in providing administrative support for all Community Learning programmes such as adult leisure courses, courses for adults with learning difficulties and disabilities, Family Learning courses, adult qualifications and courses for the unemployed as well as any other provision within the Community Learning curriculum area.

Also the role will provide support for front of house services, in collaboration with Student Services and MIS team, in collaboration with the MIS manager.

**DUTIES AND RESPONSIBILITIES:**

1. Assist with the planning and delivery of community learning programmes together with the Programme Leader and Curriculum Manager.
2. Ensure that all administrative tasks associated with the planning and delivery of programmes are carried out efficiently and that records are kept up to date.
3. Maintain and monitor all quality assurance data for all programmes within the Community Learning curriculum area including learner recruitment, retention, attendance and achievement data.
4. Input all application and enrolment forms on the MIS database for non-accredited provision. Check errors and carry out data cleansing under the guidance of the MIS manager.
5. Assist the HR department with the maintenance of HR records for all part time staff within the Community Learning curriculum area, including the preparation of part time staff contracts and the processing of salary claims.
6. Process and follow up orders for goods and equipment in support of the provision.
7. Contribute to the publicity and marketing of the Community Learning courses. Prepare and proof material for the part time prospectus via REMS and CID.
8. Deal with enquiries and problems from tutors, students and the general public with support from the Programme Leader and Curriculum Manager.
9. Ensure that enrolments, collection, receipts and refunds of fees for all classes within the Community Learning curriculum area are carried out in line with College procedures
10. Attend and minute Community Learning department meetings. Plan and prepare sessions for the termly Admin Days with the Programme Leader and Curriculum Manager.
11. Assist the Programme Leader with the running of Laser awards within AEB provision, including withdrawing learners, updating REMS, sending out certificates and contacting learners.
12. Create and monitor registers for all Community Learning provision. Ensure all classes have an appropriate room for all provision. Liaise with MITIE and Duty Managers to ensure smooth running of evening and weekend courses.
13. Observe and implement College policies and procedures, e.g Health and Safety, Fire Regulations, etc.
14. Carry out any other duties that are reasonable and within the level of responsibility for the post as determined by Community Learning Curriculum Manager.

NB. This job description is current at the issue date. In consultation it is liable to variation to reflect changes in the job.

SUPERVISION RECEIVED

Supervising Officer: Community Learning Curriculum Manager

Level of Supervision:

1. Left to work within established guidelines subject to scrutiny by Supervisor

2. Plan own work to ensure the meeting of defined objectives

**NEWBURY COLLEGE**

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **1.  Qualifications & Training Attainments**  What standards of general, technical or professional education does the position call for? What specialised training is required | Level 2 English and Maths  Experience in an Administrator or Customer Service role. | Level 3 or 4 qualifications  Business Administration qualification. |
| **2.  Experience**  What type of work experience is required, what level of experience, how many years? | Experience in Administration and customer facing role.  Experience using databases or data entry position.  Experience working in a team. | Experience of working in the Education sector. |
| **3. Skills & Knowledge**  Does the work require Presentation skills, Numeracy competence,  What level of IT competence,  Social skills, Admin skills, Medical or other special care skills  Special machinery | Good communication skills.  High quality administration and record keeping skills.  Data entry skills.  Excellent attention to detail.  Good telephone skills  Time management  Good organisational skills.  Good IT skills; competent using Microsoft Office package, especially Word and Excel. | Experience/ knowledge of FE and adult learning – especially community learning provision. |
| **4.  Personality & Disposition**  What individual characteristics are necessary for the role? Use Trait list for ideas. | Ability to work on own and as part of a team.  Very well organised.  Enthusiastic.   Approachable. Responsible. Ability to apply initiative and common sense to difficult situations Good time keeping and time management.  Able to maintain confidentiality |  |