

General Administrator

Department: Student Journey – Additional Learning Support

Reports To: Learning Support Officer

Job Purpose:

To provide high quality administrative support to Learning Support.

Key Responsibilities:

1. Provide excellent learner experience
2. Carry out specific administration tasks as directed by the Learning Support Officer and Learning Support Manager
3. Work effectively and efficiently with systems, procedures and appropriate personnel to ensure timeliness of support for those learners in scope
4. Supporting the Learning Support Officer and Learning Support Manager, in collating student information so that funding information can be properly drawn down and relevant information shared with Head of Finance
5. Appropriate processing and storage of confidential and sensitive information to maintain accurate and effective computerised and manual records
6. Provide front line contact with students and staff and respond appropriately to enquiries
7. Carry out general administrative duties including typing and word processing, and the production of student hand-outs, audio visual aids etc.
8. Provide cover for colleagues during times of peak workload or when they are absent
9. Take part in the College's Appraisal and CPD scheme
10. Undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid.

Specific Duties for Learning Support

1. Appropriate processing and monitoring of sensitive and confidential information to improve timeliness and range of support for learners in scope
2. Management of information through ALS/MIS8 and other agreed monitoring and tracking systems
3. Processing orders, invoices and liaising with suppliers
4. Maintain effective computer and paper based record system which records income and expenditure of budgets in consultation with Finance
5. Processing and monitoring of part-time contracts, salary claims and hours; maintaining appropriate records in consultation with Finance and Human Resources

NOTE

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

Person Specification

Post: General Administrator		Essential	Desirable
	Qualifications:		
1	Good general education to GCSE, or equivalent level	✓	
2	A formal administration qualification at NVQ Level 2 or equivalent,		✓
	Knowledge & Experience:		
3	Experience of working in an educational establishment	✓	
4	Sound knowledge of Microsoft Office packages	✓	
5	Experience of working with budgets or financial matters		✓
6	Knowledge of Management./Computer Information Systems	✓	
	Skills & Personal Qualities:		
5	The ability to deal pleasantly and efficiently with colleagues and clients at all levels, both internal and external, on behalf of the Faculty	✓	
6	Good organisational skills coupled with the ability to operate efficiently under pressure at peak times	✓	

7	The ability to prioritise own work	✓	
8	The ability to maintain absolute confidentiality of information	✓	
	Circumstances:		
9	The flexibility to work evenings occasionally	✓	

Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
 - Safeguarding Children and Safer Recruitment in Education, including Prevent;
 - Human Resources policies and procedures;
 - Health and Safety policies and procedures;
 - Equality, Diversity and inclusion policies and procedures;
 - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

Additional Information

Hours of Work : **Part-time, 25 hours per week. Permanent.**

Salary Range : **£11,586-£11,651 P/A (pro rata of £17,147-£17,244)**

Closing Date : **Midnight on Thursday 29 October 2020**