

## Job Description and Person Specification

### Senior Administrator - Additional Learning Support

Team: Additional Learning Support

Reports to: Director of Student Services & Support

Location: Brighton Metropolitan Campus

### Job Purpose

We are seeking to appoint an experienced Administrator to manage the data requirements and general administration for Additional Learning Support and for the Director of Student Services and Support. The person appointed will have responsibility for data and compliance for the Additional Learning Support funds. The post also carries with it the responsibility for developing systems to meet the needs of the Additional Learning Support department, including the work with apprentices and where required, for the wider support team.

The role requires an individual who is committed and enthusiastic, with exceptional interpersonal skills and with advanced data management and administrative skills. Proven communication, planning and organisational abilities are essential. The post is pivotal in ensuring the Additional Learning Support department meets its funding and performance targets. The ability to work within a flexible environment to tight timescales is a necessity.

### Key Responsibilities

Below is a suggested list of duties. This list is not exhaustive and may vary from time to time in order that the accountabilities may be met. Such changes are a common occurrence and cannot of themselves justify a regrading of the post.

#### **Managing the general administrative and data management functions of Additional Learning Support**

1. Gather and collate information and produce reports as required for the Head of Additional Learning Support.
2. Work with the Director of Student Services and Support to manage, monitor and report on departmental budgets including full cost courses.
3. Manage purchase ordering, the receipt of goods, processing of orders, invoices and cash advances. Monitor and maintain the stationary requirements of the department.

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4. To ensure appropriate systems and procedures are in place to capture the information/data required by funding bodies. To support the collation and production of data to be presented in High Needs, ESFA, and any other external body returns
5. To provide accurate and timely Retention, Achievement and Success Rate data, in standard funding body formats, to the college management team.
6. Prepare documents and data as required for the College internal and external quality review and audit processes.
7. Ensure secure and well organised maintenance of all departmental records and files.
8. Line management of Additional Learning Support administrators to include Probationary Reviews, Appraisals and Absence Reviews.
9. Arrangements for covering absence of staff due to sickness.
10. Monitoring and reporting of part-time sessional contracts, hours and pay.
11. Assisting the Director of Student Services and Support in the completion of Health and Safety checks and risk assessments.

### **Providing a high level of customer service to students, staff and members of the public and the other College departments.**

1. Provide a high level of customer service to students, parents, employers, outside organisations and members of the public.
2. Manage departmental correspondence including personal, written, telephone and e-mail queries and following up as required.
3. Act as the point of contact between the Additional Learning Support and other cross-College departments and support areas.
4. Attend open evenings and enrolment sessions as required (this may include some evening work).

### **Providing administrative support to the Head of Additional Learning Support.**

1. Set up meetings within the area, prepare documents and take minutes as required.
2. Keep staff records of attendance, leave and sickness.

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3. Arrangements for covering absence of staff due to sickness.
4. Monitoring and reporting of part-time sessional contracts, hours and pay.
5. Organising and dealing with complaints, disciplinaries, attendance and absence.
6. Assisting the Director of Student Services and Support in the completion of Health and Safety checks and risk assessments.
7. Any other reasonable tasks as directed by the Head of Additional Learning Support

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### Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group'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.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

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

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	Assessed
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Experience		
Previous administrative experience	Essential	Application Form/ Interview/ Assessment
Experience of SEND or similar	Desirable	
Experience of examinations/ awarding bodies	Desirable	
Experience of managing Staff	Desirable	
Experience of managing budgets	Desirable	

Knowledge		
Data Systems	Essential	Application Form/ Interview/ Assessment

Qualifications		
GCSE maths and English (or equivalent)	Essential	Application Form/ Certificates
L3 Qualification	Essential	

Skills and Abilities		
Able to deal with complex data systems and ensure data integrity	Essential	Application Form/ Interview/ Assessment
Word processing/typing skills	Essential	
IT - high level skills in Excel , Word and email and MIS Data reporting systems	Essential	
Ability to promote the college in a positive manner	Essential	
Excellent communication, interpersonal, planning and organisational abilities	Essential	
Integrity and discretion when handling confidential information	Essential	
Project management skills	Desirable	
A good understanding of funding methodology in relation to ALS	Desirable	
An understanding of the current and future issues locally and nationally which will impact on future planning	Desirable	

Attributes		
Customer-focused attitude	Essential	Interview
A flexible and positive approach to work hours to meet College needs	Essential	
A diplomatic approach and the confidence to provide support to high-profile company staff and board members	Essential	

## Person Specification



Chichester  
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A commercial frame of mind	Essential	
Be able to remain impartial	Essential	

<b>Other Requirements</b>		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

**Working hours per week:** 30

**Working weeks per year:** 52

**Salary range:** £22,156 - £24,213 pro rata per annum (£17,964 - £19,632 pa)

**Salary progression:** Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

**Holiday entitlement:** The annual leave year runs from 1 January to 31 December. 24 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.

**Holiday restrictions:** Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

**Pension scheme:** Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.