

St Ives Adult Learning and Skills

Part-time Administrator

(Days/Evenings/Professional days and occasional Saturdays)

Job Outline

The purpose of Adult Learning and Skills in St Ives is to provide a range of post 16 learning opportunities based in the local community.

This post relates specifically to the administrative elements of Adult Learning and Skills work but it is important that the Adult Learning and Skills Administrator sees herself/himself as part of the wider team that supports and provides learning opportunities throughout the St Ives area. By its very nature the work demands a high level of respect for the people with whom we work and racist, sexist or similar attitudes, for instance, would be completely unacceptable.

The post is based at St Ivo School, High Leys, St Ives PE27 6RR.

We work Monday to Thursday, except for busy periods and occasional Saturday workshops.

We work five professional days. These are days when school is closed to children but open to staff.

Whilst we work 'fixed' evenings it is usually straightforward to swap with a colleague. Three evenings out of ten are required.

Job Description

Purpose

To provide timely and effective administration of the work of Adult Learning and Skills within the County, area and School settings so as to promote a friendly, efficient and appropriate range of services to partner organisations, staff and participants.

Responsible to

The Adult Learning and Skills Coordinator.

Responsibilities

To carry out the procedures, as directed, related to the administration of groups and courses, contractual working and the production of publicity, promotional materials and website.

To assist with learner audits and funding.

To assist with procedures related to goods and services.

To ensure that, as far as possible, activities are safe and that the people engaged in those activities are also safe.

To ensure that any information which should be relayed to the line manager is relayed to that person.

To claim an entitlement to staff development and training.

You will have responsibility for some but not all of the following areas of work:

- **Marketing**
- **Tasks associated with the conduct of examinations**
- Collection, recording and processing of financial transactions
- Procedures related to the use of premises
- Procedures related to the employment of tutors
- Maintenance of the ACL website and Cambridgeshire.net
- Management Information Systems

Person Specification

In order to carry out the work the post holder will need to

- Have a good general level of education
- Be able to work under the pressure of a frequently busy office
- Be able to deal effectively with tutors and customers, have good communication skills and a pleasant manner
- Have a good telephone style and manner
- Be able to help individual participants make informed choices about opportunities for learning. This will require you to:
- Have a thorough understanding of our full programme of courses and offer advice and guidance in order to sell alternative opportunities
- Have a range of ICT skills including word processing (equivalent to level 2), data inputting, spreadsheets, email and internet
- Be able to work alone and to direction
- Have a flexible approach to working to cover workload demands etc.
- A flair for design and an eye for detail would be beneficial

Any detail of the job description is open to renegotiation at any time by mutual agreement between the Adult Learning and Skills Administrator and the Adult Learning and Skills Coordinator.

A Job List is available for this post to add some detail to several of the tasks associated with the work.

St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)

St Ivo School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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Job List - (After a suitable induction period)

In order to carry out the work the post holder will need to:

- Be able to deal effectively with personal callers, phone calls, email and other correspondence.
- Help individual participants to make informed choices about their learning (including our commitments under the Disability Discrimination Act).
- Be fully aware of our ever changing programme of courses and offer advice and guidance in order to sell alternative opportunities.
- Assist with the preparation of a range of documentation associated with Adult Learning and Skills activity.
- Be involved in the preparation of planning and monitoring documents related to the operation of Adult Learning and Skills.
- Ensure that all procedures related to the administration of courses and groups are carried out as necessary.
- Prepare enrolment forms, temporary and permanent registers and all subsequent procedures related to the auditing of learners as required.
- Assist tutors with administrative, technical, materials and curriculum issues when appropriate.
- Deal with credit card, cheque, instalment, paypal and cash transactions.
- Be able to maintain appropriate filing and archiving systems.
- Book, record, monitor and process all tasks associated with external and staff bookings for Adult Learning and Skills facilities at St Ivo School.
- Be able to carry out a range of duties associated with Fire Drills, First Aid (training provided) and other safety procedures.
- Have a flexible approach to working to cover workload demands etc. particularly prior to the start of term.

You will have responsibility for some but not all of the following areas of work:

- **Promotional marketing including preparation of publicity, distribution of publicity, online advertising, email and social media marketing.**
- **Book exam entries at the appropriate time, either through the Exams Officer or direct with exam boards. Organise invigilation/invigilate exams. Process the results with the learners and the funding provider. Assist with audits.**
- Prepare cheques, pdq payments and cash for banking; reconcile petty cash etc. Administer instalment payments. Order supplies as necessary.
- Allocate appropriate rooms for learning opportunities and liaise with the Premises department.
- Ensure all paperwork in relation to the appointment of tutors is complete. This includes the requesting of references and seeking DBS clearance.
- Maintain the accuracy of our website and Cambridgeshire.net, including adding and removing publicity as appropriate.
- Administer Management Information Systems.