

Work Focus Training Administrator
Salary circa £16,300 – 17,700 per annum
Full time
Temporary until March 2011

Ref: 09-047

As Work Focus Training Administrator based at our Clacton campus, you will undertake administrative duties associated with the Work Focus Training Project including tracking, financial monitoring and enrolment of learners.

You will have good standard of education with at least 4 GCSE's grade A-C or equivalent including Maths and English coupled with experience of working in an office based administration role. You will have experience of working with MS Office including word processing and spreadsheets along with proven ability to prioritise work and excellent customer service skills.

Applications received by 15/03/2010 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

A job description and application pack can be obtained from our website: www.colchester.ac.uk. Applications, by CV if preferred, should be emailed to jobline@colchester.ac.uk.

Vacancy Information

Work Focus Training Administrator

Job ref:09-047

Hours	Full time – 37 hours per week
Salary	£16,353 – £17,778 per annum (points 11-14)
Duration	Fixed term until March 2011
Location	Clacton
To apply:	Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by post to Jane Hatton , HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL, or by email to jobline@colchester.ac.uk . In either case, or if you have already sent in your CV, we would be grateful if you could complete and return the enclosed equal opportunities monitoring form.

Applications received by 15th March 2010 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.

Additional Information

The Centre for Partnership and Tending offers a wide range of individualised courses in the areas of 14-16 Vocational Pathways, e2e, Learn Direct and outreach delivery. The Centre provides many opportunities for non-traditional learners to engage in education. The Centre has a strong reputation for flexible and individualised delivery both on and off campus to meet all the needs of the learners.

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website www.colchester.ac.uk to obtain further details about the College

**COLCHESTER INSTITUTE
JOB DESCRIPTION**

Job ref: 09-047

Post Title: Work Focus Training Administrator

Grade: Points 11-14 (£16,353 - £17,778 per annum)

Reports to: Work Focus Training Manager

Overall Responsibilities

To undertake administrative duties associated with the Work Focus Training Project including tracking, financial monitoring and enrolment.

Main duties:

- To undertake tracking and monitoring of learners on the Work Focus Training Project.
- To liaise with learning providers and learners via telephone
- To assist in maintaining/recording budget information using spreadsheets
- To arrange meetings with local Jobcentresplus and providers
- .To provide a database of delivery
- To arrange meetings for the Work Focus Project Manager
- To book venues and refreshments (if required) and ensure rooms are set-up appropriately for meetings.
- Work to promote and apply the College's Safeguarding and Child Protection policy and practices.
- To word process notes/minutes and other correspondence for the Project Manager.
- To undertake other general administrative duties.
- To undertake any other associated duties as determined by the Project manager

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet organisational requirements of Colchester Institute.

PERSON SPECIFICATION**Job ref: 09-047****Job Title: Work Focus Training Administrator**

	Essential	Desirable
Qualifications/training	A good standard of education with at least 4 GCSE's grade A-C or equivalent including Maths and English	Formal IT qualifications
Knowledge/experience	<p>Experience of working in an office based administration role</p> <p>Experience of working with staff in face-to-face situations</p> <p>Awareness of current Safeguarding and Every Child Matters agendas</p> <p>Experience of working with Microsoft Office, to include word processing and spreadsheets.</p> <p>An understanding of safeguarding and a commitment to creating a safe learning environment.</p>	
Skills/abilities	<p>Good word processing skills</p> <p>Good organisational skills and the proven ability to prioritise work</p> <p>Ability to meet deadlines working to a high standard and maintaining accuracy</p> <p>Excellent customer care skills</p>	Experience in the use of databases.

	<p>A good team worker</p> <p>Ability to work effectively with staff at all levels</p> <p>Ability to work on own initiative</p> <p>Ability to work with confidential information</p> <p>Good numeracy skills</p>	
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