

Learning Skills Unit Administrator
Salary £9,963 - £10818 per annum
22.2 hours per week

Ref: 11-067

As Learning Skills Unit Administrator you will be responsible for the administrative and financial procedures for the Learning Skills provision. You will be collecting, maintaining and collating learner data and in addition to this you will have involvement in learner enrolment, progress and achievement.

You will be liaising on a regular basis with the exams department and vocational tutors regarding the booking of functional skills assessments and communicating with other college departments, external agencies and organisations. In addition to this you will also undertake general administrative tasks including attending and taking minutes in meetings.

You will have GCSE grade A-C or equivalent in Maths and English Language and excellent Microsoft Office skills including word processing. You will have experience of data inputting and the ability to work quickly and accurately within a busy office environment. Experience of managing information using database systems and excellent communication and time management skills are also essential for this post.

Applications received by 08/02/2012 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

Learning Skills Unit Administrator

Job ref: 11-067

Hours	22.2 hours per week for 52 weeks per year
Salary	£16,605 - £18,030 per annum pro rata Actual salary £9,963 - £10,818 per annum
Duration	Permanent
Location	Colchester
To apply:	Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by email to jobline@colchester.ac.uk or by post to Jane Hatton, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL. 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 08/02/2012 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

Additional Information

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.

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 Title: Learning Skills Unit Administrator

Responsible to: Learning Skills Manager

Salary: Business Support 11-14

Overall Responsibilities

To be responsible for the administrative and financial procedures for Learning Skills provision within the Centre for Extension Studies.

Main Duties

1. To collect, maintain and collate learner data as required, including learner enrolment, progress and achievement.
2. To contribute to the administrative procedures of the awarding bodies.
3. To liaise with exams department and vocational tutors to arrange the booking of functional skills assessments and key skills tests.
4. To undertake general administrative tasks including attending and taking minutes for meetings.
5. To meet and direct staff and learners as appropriate.
6. To compile and collate reports as required.
7. To liaise across all college departments, on all sites and with external agencies and organisations. To travel as required to college sites and external venues.
8. To work with and report to the Learning Skills Administrator team leader
9. To undertake training and staff development that may be required to improve the support given across college by the learning skills unit.
10. Work to promote and apply the College's Safeguarding and Child Protection policy and practices.
11. Work to promote and contribute to the College's Equality and Diversity Policy
12. To undertake such other duties as may be required by or on behalf of Colchester Institute provided they are consistent with the nature of the post.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute.

January 2012

PERSON SPECIFICATION

Learning Skills Unit Administrator

Ref: 11-067

	Essential	Desirable
Qualifications / Training	GCSE Maths & English Language Grade A – C (or equivalent) Microsoft Office skills including word processing.	CLAIT/ECDL
Knowledge / experience	Experience of data inputting. Experience of working in a busy office. Experience of managing information using a database system.	Experience of working within an educational setting
Skills / abilities	Excellent time management skills. Excellent communication skills Ability to organise, prioritise and work to deadlines. Flexible approach. Ability to meet deadlines. Ability to work quickly and accurately in a multitask situation. Ability to work well as part of a team A commitment to, and awareness of, Equal opportunities, Safeguarding and H & S policies	
Special Requirements	Annual leave should meet the operational needs of the department	

January 2012