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| **Shrewsbury Colleges Group**  **Job Description** |  |

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| **Job Title:** | ODL Assistant | **Post No:** | 5200 |
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| **School/**  **Directorate:** | Curriculum Support | **Department/**  **Team:** | Study/ Learning Centre |

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| **Reports to (job):** | Study Centre Team Leader |
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| **Responsible for (jobs):** | No line management responsibility |

# Job Purpose

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| **To assist in the clerical and administrative functions within the Open and Distance Learning Department based in the London Road Study Centre** |

**Main Responsibilities**

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| 1 | Undertake clerical duties to support ODL operation, including to -  - Answering telephone, face to face and email enquiries regarding ODL provision  - Conduct learner introductions, on or off site  - Process learner enrolment forms for compliance and completeness  - Process course materials for issuing to learners  - Communicate with tutors and learners in response to enquiries  - Maintain learner files, both paper and electronic, ensuring accuracy with due regard to Data Protection procedures  - Record, monitor and process learner assignments, both paper and electronic, including following up late learner submissions to ensure timely completion  - Report learner non-compliance to ODL Coordinator  - Prepare statistical information as required  - Maintain ODL stationery and advise on course material stock level  -Attend Advice/Open events to provide information regarding ODL provision  - Undertake data entry under the direction of the ODL Coordinator |
| 2 | Work as required in the Study and Learning Centres across the Colleges Group |
| 3 | Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the Shrewsbury Colleges Group |
| 4 | Support and promote the Group’s safeguarding, equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 5 | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 6 | \*\*Participate in exam invigilation as and when required\*\* |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * 5 or more GCSEs at grade C or above | * GCSE grade C or above in Maths and English Language * Knowledge of Open and Distance Learning |
| Skills | * Excellent interpersonal skills * Ability to be flexible, tactful and patient in a demanding environment * Competence in the use of Microsoft Office | * Ability and capability of working under pressure without close supervision |
| Experience | * Experience in clerical and administrative functions | * Experience of Open and Distance Learning * Experience of working in a learning environment |
| Special working requirements | * Self-motivated with the ability to work under pressure * A commitment to ensuring the safeguarding and welfare of children and vulnerable adults in Shrewsbury Colleges Group | * An interest in further education and training |