

Job Description: Learning and Development Quality Administrator

Role Specific

1. Provide an efficient and effective administration support service to contribute to the delivery of Learning and Development & to all areas of the College Group.
2. Be the central point of contact for all areas across the College in matters relating to Learning and Development.
3. Be responsible for supporting the Learning and Development Manager and team in scheduling and planning key Learning and Development activities. This will include liaising with internal and external stakeholders. Scheduling activities will include staff weeks, CPDL days, individual CPDL requests, SLT resource requests, and professional learning communities.
4. Maintain and update the main software packages including Curriculum Observer and the national college to enable the smooth running for end users and data that they produce.
5. Support managers to analyse data produced that will input into reports for Learning & Development.
6. Coordinate CPDL reviews, meetings, professional learning communities and reporting deadlines.
7. Co-ordinate, communicate and minute cross college Learning & Development meetings providing effective administration support during meetings, taking notes and recording key messages and actions.
8. Review the College Learning and Development and Team structures and file storage ensuring the system is efficient and easily accessible.
9. Develop and maintain effective and collaborative relationships, working closely SLT, Support & Curriculum Managers, staff and other key support areas across the College to support the functions of Learning & Development. Resulting in a positive impact on activities, individuals, learning, performance and wellbeing

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College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

Person Specification	Quality Administrator
Qualifications and Attainments	Essential / Desirable
5 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
Level 3 Qualifications in Administration, or other relevant subject	Essential
Degree/Level 4 Qualification in a relevant subject	Desirable
Training, Experience and Knowledge	
Experience of working in a varied and busy administrative role	Essential
Ability to manage multiple tasks and prioritise workload	Essential
Experience of working in an environment where attention to detail and first-time accuracy is paramount	Essential
Ability to understand and analyse data to identify patterns and trends	
Experience of planning and supporting events	Essential
Experience of preparing and producing reports	Essential
Excellent written communication and mathematics skills	Essential
Experience of taking notes/ notes during meetings	Desirable
Experience in organising meetings	Desirable
Experience of working in an education setting	Desirable
Personal Skills and Attitudes	
Excellent communication skills, both written and verbal	Essential
Excellent IT skills with the ability to use Microsoft Office applications to a high standard	Essential
Highly motivated to represent the College's commitment to providing an outstanding provision	Essential
Excellent organisational skills, ability to work under pressure and to meet tight deadlines/targets	Essential

Ability to work independently with minimum supervision at times	Essential
Be a team player	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential