**Additional Learning Support Administrator**

**Term time; 38 weeks per year, flexible options on both full / part time**

**Ref: VBSS17.135**

**1. The Appointment**

There’s never been a more exciting time to join West Nottinghamshire College Group. West Nottinghamshire College Group has grown from a local college to an international organisation with a reputation for dynamism and success. The college group is made up of a number of separate companies all with education and training to the very highest level at their heart.

We embrace and encourage all those who are driven to better themselves, achieve their goals and reach new heights. Outstanding resources combined with exceptional tutors and student support means that whatever your ambition, we can help you to achieve it.

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

**JOINING OUR JOURNEY**

When you join our college, our staff have access to numerous benefits and facilities:

* Pension Scheme
* Occupational Health Service
* Childcare Voucher Scheme
* Enhanced Maternity/Paternity provision
* Staff Development days/week (July)
* Free confidential counselling service
* Staff recognition awards
* Free car parking
* On-site Butterflies Day Nursery (Derby Road)
* On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

**ABOUT THE ROLE**

Vision West Nottinghamshire College has grown rapidly over the last three years; it is a dynamic learning organisation with turnover over £45 million. To complement our excellent Additional Learning Support (ALS) Team, we are seeking to appoint an ALS Administrator. You will be responsible for arranging and servicing all Education, Health & Care Plan (EHCP) reviews to meet statutory deadlines and providing reports and may be required to provide administrative assistance for the efficient and effective management of the wider ALS team.

Working with a high level of autonomy, you will co-ordinate all learners with EHCPs in both Foundation Studies and the wider college. This will involve liaison with ALS, Schools of Learning, Local Authorities, other professionals and young people and their parents/carers. You will have recent, relevant understanding of additional needs as well as excellent organisational, administrative and secretarial skills. You will have a working knowledge of office technology packages, including word processing applications, databases and spreadsheets. Ideally, you will be qualified in Business Administration to Level 2 with a willingness to work towards a Level 3 qualification if not already held.

You will have excellent interpersonal and communication skills as you will be the first line of contact with internal and external partners regarding EHCPs including new, transfers and statutory annual reviews. You should be flexible and adaptable, be able to work under pressure to tight deadlines and maintain accuracy and quality of outcomes at all times. You will be required to work on your own initiative as required as well as liaising with the ALS Manager and other professionals.

You should be willing to continuously update your professional development and undertake training in the use of learner administration systems, college procedures and legislative compliance in relation to duties undertaken.

It is essential that you have the ability to build positive relationships, displaying excellent communication, organisational skills and administrative skills, demonstrating a flexible and professional attitude.

**Whilst this vacancy is advertised as full time, term time. We will consider applications from candidates who are looking for a more flexible working pattern working part-time. Please detail your preferred working hours on your application form. Please note that you may be require to support at meetings that may be scheduled later in the afternoon / early evening.**

The role will require you to take on and work to the college’s values; working with **Professionalism**, taking **Responsibility** for your actions, and giving **Respect** to clients and colleagues alike.

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. To provide and maintain a high quality cross-college administration system for supporting and tracking EHCP processes.
2. To ensure learners’ records are kept up to date and accurate and to provide data and reports as and when required.
3. To take responsibility for all EHCPs including new plans, transfers and reviews keeping appropriate colleagues informed.
4. To collate and complete information required from the college by the Local Authority when a new EHCP or transfer is requested. All to be completed within the Local Authority timeframe.
5. To arrange and collate materials and information for EHCP reviews from a range of people including personal tutor curriculum report, student’s contribution, external professionals’ views and ALS Disability Coordinator.
6. To coordinate the annual reviews including room and car park booking, invites, contributions sought, chairing review meeting, completing all documentation and ensuring that all is completed by the Local Authority deadline.
7. To collate a complete pack of annual review documentation; forms, written reports and contributions, student and parent contributions, targets reviewed and set, curriculum report, meeting minutes and annotated EHC Plan where required. Send a full set of all documentation to all who attended the review and those who had to send apologies.
8. To work closely with the ALS Manager, Disability Coordinators, personal tutors plus Heads of School and Curriculum Managers to ensure information is shared appropriately and deadlines are met.
9. To maintain and provide accurate management information regarding EHCPs for the ALS Manager.
10. To provide administrative and clerical support to the wider ALS team when requested, to include general correspondence and reports, whilst undertaking efficient execution of general office duties.
11. To maintain all associated documentation, files and records and make available for inspection or audit if requested to do so.
12. To arrange and service meetings, organise diaries, distributing agenda, take notes and prepare minutes for the EHCP and Transition and Targeted Support team meetings.
13. To liaise with internal and external customers and agencies as necessary.
14. To maintain strict confidentiality and discretion at all times.

**2.2 Other Responsibilities**

a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the college group and its subsidiaries.

f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications: |  |  |
| NVQ Business Administration Level 3 or equivalent (or willing to work towards) |  | ✓ |
| NVQ Business Administration Level 2 | ✓ |  |
| GCSE English grade A-C or equivalent | ✓ |  |
| GCSE Maths grade A-C or equivalent | ✓ |  |
| IT Level 2 | ✓ |  |
| Experience |  |  |
| Recent, relevant practical experience | ✓ |  |
| Evidenced experience of using Excel, in particular in creating and maintaining databases | ✓ |  |
| Collate and present accurate and current data | ✓ |  |
| Effective, efficient diary management | ✓ |  |
| Taking accurate notes at meetings and compiling minutes | ✓ |  |
| Use of Microsoft office, including Word, Excel and Access | ✓ |  |
| Co-ordination of administrative tasks within a team to achieve deadlines | ✓ |  |
| Skills /Knowledge |  |  |
| Demonstrate suitability to work with children and  vulnerable adults including knowledge/understanding of  safeguarding and DBS compliance | ✓ |  |
| An understanding of the Children and Families Act, SEND Reforms 2014 and the Equality Act 2010 | ✓ |  |
| Excellent knowledge of EHCPs: application, review and transfer process |  | ✓ |
| An understanding of a range of learning difficulties and disabilities | ✓ |  |
| Excellent knowledge of office technology packages | ✓ |  |
| Excellent interpersonal and communication skills | ✓ |  |
| Excellent organisational, administrative, planning and secretarial skills | ✓ |  |
| Knowledge of financial procedures and regulations | ✓ |  |
| An ability to maintain strict confidentiality and discretion at all times | ✓ |  |
| The ability to work under pressure and to tight deadlines | ✓ |  |
| To ability to work independently, without close supervision using own initiative as required | ✓ |  |
| The ability to plan and prioritise | ✓ |  |
| Able to articulate clearly and objectively both verbally and in writing at all levels | ✓ |  |
| Qualities |  |  |
| Demonstrate a positive approach to equality and diversity and customer service | ✓ |  |
| Demonstrate an ability to take responsibility for own and others Health and Safety at work | ✓ |  |
| Maintain accuracy and attention to detail in all tasks | ✓ |  |
| Accountable | ✓ |  |
| Flexible and responsive with ‘can do’ approach | ✓ |  |
| Committed, loyal and reliable | ✓ |  |
| Set high standards for self and others | ✓ |  |
| Able to be assertive when necessary | ✓ |  |
| Ability to keep to deadlines | ✓ |  |

**4. Position within the College**

The post-holder will report directly to the Manager: Additional Learning Support.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services Term Time only Contract (38 weeks per year) and is subject to those terms and conditions.
2. The salary will be VBSS Band 3, £16,790 per annum (pro rata for term time and part time if applicable).
3. You will be required to work 37 hours per week on a flexible basis, however we are flexible to consider part time hours to be negotiated and agreed with candidates. You may be required to work occasional evenings.
4. Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
5. The post holder may be located at any West Nottinghamshire College Group Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm** on **Thursday 14th December 2017.**

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check .themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**