

Regent College

Inspiring.... Achieving.... Progressing....

Principal: Mr P. Wilson

Post:	Study Session and Electronic Resources Administrator 32.5 hours per week, term time only (39 weeks). Job Share Considered for two people at 16.25 hours per week, term time only.
Starting Salary:	Support Staff Pay Scale point 15. £15,781 – 17. £16,532 (£11,237 - £11,772 = pro rata equivalent for one & £5,618 - £5,984 for two staff)
Responsible to:	BTEC Co-Ordinator
Purpose:	To provide supervisory cover for study periods and manage MiPlace curriculum information for all divisions.

Safeguarding Recruitment Statement

We are committed to safeguarding and promoting the welfare of children. Applicants will be required to undertake pre-employment checks, such as an Enhanced Disclosure and Barring Service (DBS) Check and any other checks required in line with the Keeping Children Safe in Education Guidelines (September 2016).

Key Duties:

- To attend and administer class registers for study periods.
- To be responsible for supervising students during their independent study periods.
- To update the electronic register system correctly.
- To manage MiPlace curriculum information.
- To carry out general administrative tasks including (but not limited to) the following:
 - Structuring, uploading and administering resources on MiPlace for independent study sessions.
 - Creating interactive resources following instructions from teachers and with approval e quizzes thereby reinforcing and improving students' knowledge and understanding.
 - Using MiPlace to direct students to relevant websites as per teachers' requests.
 - Ensure that Study Session work is harmonious with our Study Plus team's focus and communicate with them as well as teachers.
 - Take responsibility for and support students with work completion, meeting deadlines and attendance of BTEC students in particular.
 - Checking attendance registers, liaising with teachers and personal supervisors as well as students.
- To provide cover (as appropriate) for other administrators and reception if and when required.
- Committed to equality, diversity and safeguarding practice with young people and vulnerable adults.
- Any other reasonable duties as requested by Line Manager and SMT members.

Generic Duties:

- To support the College's mission, vision and strategic objectives.
- To implement the College's equal opportunities policies and to actively challenge discrimination on grounds of a protected characteristic or status within the College.
- To participate and contribute to staff development.
- To implement the College's Health and Safety Policies and practices.
- To implement the College's commitment to continuous improvement and its quality assurance process.
- To maintain up-to-date knowledge of current developments in relevant fields of education.

Note:

This job description allocates key duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post and is subject to review following consultation.

Person Specification for Study Session and Electronic Resources Administrator

Essential skills, experience and characteristics

- Educated to Level 2, C or above (or equivalent) in English and Maths.
- Skill and experience of ensuring electronic work and uploads look tidy, interesting and attractive to students.
- Artistic.
- Effective administration skills.
- Confident and capable with their IT skills
- Excellent team worker.
- Good communication skills: interpersonal, group, written and verbal.
- Flexibility and the capacity to adapt effectively to rapidly changing situations.
- Fully committed to the ethos and values of the college.
- Computer literate

Desirable skills, experience and characteristics

- Educated to level 2 or above in ICT.
- Experience of MiPlace.
- Experience of administration work in an FE sector college.
- Experience of dealing with 16-18 year olds.

Non Contractual Benefits

- Free use of the sports hall / gym facilities on site.
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- Employee assistance programme and wellbeing initiatives.
- Onsite parking.

Contractual Benefits

- Local Government Pension Scheme.
- Term time only working.