

**Swavesey Village College  
Job Description**

**Post Title: Adult Education Assistant**

**Spinal Column Point 4-5**

**Responsible to: Adult Education Manager**

**Introduction**

Adult Education provides educational opportunities for adults at outreach sites within the local area and at the College itself. It covers further educational exam based courses, as well as leisure and vocational courses.

**Purpose of the job:**

To support the Centre Manager in administering all matters relating to adult education. To work on their own initiative acting as the evening Adult Education Assistant during the week and occasionally support weekend learning courses, with the possibility of working a few days during the school holidays.

- To supervise, and be responsible for the adult education office in the evening, in the absence of the Centre Manager
- To provide a support service to tutors
- Provide administrative support, and perform general office duties for Adult Education at Swavesey Village college and to the Centre Manager
- Support the required financial procedures
- Be responsible for providing a first aid service as and when required
- Assist in maintaining administrative systems and office filing systems
- Assist in timely completion of enrolment forms, registers and feedback forms
- Undertake filing, scanning, photocopying, collation and distribution of information as necessary including marketing materials
- Answer the telephone and take messages
- Be responsible for own e-mail account, using Outlook
- Assist in maintaining up to date information using computerised systems
- Assist tutors, learners and other external parties with queries.
- Liaise with school and other staff
- Assist with any other clerical duties as directed by the Adult Education Manager
- Any other duties in accordance with the grading of the post, and at the reasonable request of the Centre Manager and Headteacher
- To be flexible with working arrangements when required

It is expected that the post holder will attend appropriate and relevant training courses which will enhance the performance of the post holder as required by the College, at the College's expense. A current First Aid certificate will be required, or gained via a training course for this purpose. The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the DBS.