



JOB DESCRIPTION

- Post:** Learning Services Administration Assistant
- Responsible to:** Special Educational Needs and Disabilities Coordinator
- Salary:** £21,351 - £21,955 pro rata (£9,026 - £9,282)
Scale 3 Point 18 - 20
18.5 hours per week
38 Weeks per annum (Term Time Only)
- Conditions of Service:** Callywith College Conditions of Service
- Main Purpose of Job:** To offer a professional, supportive service to all staff and students within the Learning Services Support and Transition area.
- To provide administration and data entry duties in addition to secretarial duties.
- To give administrative support to the Exams Team
- Specific Duties:** To provide administrative support for the area.
- To provide support for students.
- Provide support with the Exam Access process.
- Collate, update and circulate information relating to medical information, EHCPs and risk assessments and provide support to these activities.
- To perform general administrative duties such as word processing, minute taking, printing, scanning photocopying and filing, ordering and various other duties associated with the effective support of the Learning Services area.
- Prepare documents using a variety of different sources e.g. word-processing, spreadsheets, databases.
- Utilise College systems for student data input and editing, for document storage and updating, and for information sharing across the teams.
- Support the Learning Services Support team with the co-ordination of calendars, timetables and activities.
- To communicate effectively with staff, students, parents and external clients.



Specific Duties (cont'd): To liaise with schools, centres and exams.

To provide support to other work areas including Reception to provide cover and assist with the smooth running of the College.

Receive and prioritise incoming mail.

To undertake such cross-college responsibilities as may from time to time be ascribed to the post.

To respond flexibly to the varied requirements which will inevitably emerge in the process of developing the scope of the department.



General Requirement:

As a member of staff the postholder will be required to further the agreed aims of the College by participating fully in the following.

To participate in the scheme for appraisal and review of performance adopted by the College. The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution, which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

Learning Services Administration Assistant

The ideal candidate will have

- Ideally, the person appointed will have the following skills and experience:
- A significant amount of experience of working within administrative/secretarial roles
- Excellent organisation skills and the ability to work well in busy environments
- A pro-active approach to work with the ability to work using your own initiative.
- An enthusiasm for working with young people and a real desire to provide an excellent service for learners.
- Ability to work flexibly across the day to meet the needs of the teams including attending meetings and providing cover
- Accuracy in handling data and careful attention to detail
- Excellent communication skills, both written and oral communication skills
- A high level of IT skills including experience of working with spreadsheets, databases, calendars, e-mail and the ability to apply IT solutions imaginatively to paper based and administrative tasks
- Ability to deal sensitively and fairly with people
- Proven track record of team working
- An awareness of and interest in education and learning support would be beneficial but not essential.
- A familiarity with Education Health Care Plans and terminology would be desirable but not essential.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.