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| **Centre Coordinator**  |

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| **Reporting To:** | Deputy Principal |
| **Working Hours:** | Full time - Permanent |
| **Salary:** | £23,161 - £26,952 (Salary Point 20 – 25) including onsite accommodation |
| **Annual Leave:** | 26 electable days outside of term time.  |

**Context**

Plumpton College operates from multiple sites across Sussex through a diverse curriculum model where our out centres play an increasingly significant part. The range of provision at these centres is managed by subject specific Curriculum Managers and in order to allow a clear focus on academic delivery the wider resource and service aspects of the centres are managed separately through the role of Centre Coordinator.

**Job Purpose**

To coordinate the resource, security, site development, administration and student welfare aspects of the college’s provision at Netherfield, East Sussex. To work flexibly and closely with academic and support teams to ensure that the student experience mirrors the experience of that within the main site. In doing so create and maintain a suite of key performance indicators to facilitate accurate benchmarking across other college sites. The underpinning factor common to all aspects of this role is the need to deliver the best possible experience for our students.

A key requirement of this role is to reside onsite.

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| **Coordination and administration:** |
| 1. Maintain a continual oversight of the general performance of the centre against agreed key performance indicators covering resource utilisation, quantitative student survey data, transport use, enrichment participation and individual project milestones.
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| 1. Work to and develop agreed quality improvement plans to ensure that all inspectorial frameworks and legislative standards are exceeded.
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| 1. Manage the office, classroom and communal environments ensuring a professional presentation at all times.
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| 1. Manage the involvement of contracted services in line with college policies.
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| 1. To act as a Safety Manager as defined within the college’s Health and Safety Policy ensuring full compliance with the Health and Safety Management cycle.
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| 1. Produce written reports to a high standard for both internal and external users. This includes the logging of student concern data in line with college policies.
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| 1. Chair regular staff team meetings to ensure the effective flow of information to all staff working on the site.
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| **Student Experience:** |
| 1. To work alongside the Student Support Officer in providing help and guidance to all students and deal with any incidents which may arise in conjunction with college policy. In doing so maintain appropriate liaison with students, parents/guardians and external agencies.
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| 1. In conjunction with CM’s, provide appropriate support for administering temporary cover arrangements for staff absences to ensure student experience is not compromised.
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| 1. Be the first line of communication for dealing with emergency situations. (eg centre closures for bad weather, escaped livestock, parents school contact.)
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| 1. Support the work of the Student Participation Officer by providing staff and student assistance to enrichment events and student voice arrangements organised through the Student Union. As part of this, deliver an agreed enrichment programme in consultation with the Student Services Manager.
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| 1. To supervise students to ensure that acceptable standards of behaviour are maintained at all times through the appropriate use of the Student Disciplinary Policy. Within this, undertake appropriate actions up to the Second Formal Review stage.
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| 1. With support from the Library Manager, IT Manager and Student Services Manager oversee the use and maintenance of information resources and equipment.
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| **Site management and security:** |
| 1. With support from the Estates Team act as custodian of the whole site, including farmland areas and resources, ensuring a professional presentation of all facilities underpinned by a process of regular inspection, clear reporting and record keeping.
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| 1. Manage security related equipment such as radios, CCTV, access control systems/software and key security. As part of this, coordinate the routine servicing, development and replacement of such facilities.
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| 1. To ensure that the college premises are kept secure and that the necessary access arrangements are facilitated according to college activities and student needs. Be the first point of contact if any out of hours incidents should occur.
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| 1. Work closely with the Estates Manager to ensure the ongoing development of the premises in line with current and forecasted business needs.
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| 1. With support from curriculum staff ensure that all site resources are fit for purpose and reflect the professional values of the college.
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| 1. With support from curriculum staff, technicians and weekend duty staff ensure the provision of adequate arrangements to care for animal stock outside of college term dates.
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| 1. Support the Estates Manager in the management of refurbishment and development projects.
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| 1. Support the Estates Manager in the daily coordination of cleaning staff and water hygiene protocols.
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| **Other duties:** |
| 1. Participate in weekly team meetings which fall outside of normal working hours.
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| 1. Assist with various duties in the preparation and delivery of college promotional events including the College Open Day.
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| 1. To act as a college representative to outside users of the college’s site outside of normal working hours ensuring good customer service and the enhancement of the college’s reputation.
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| 1. Undertake a range of both physical and desk based duties in the course of the role. Applying good manual handling skills, excellent communication and IT literacy with MS Office products.
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| 1. To participate in an annual appraisal of performance as laid down in the College Guidelines.
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| 1. To undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Senior Management Team or Line Management.
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| 1. To undertake staff development appropriate to the needs of the College and that identified by the appraisal process.
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**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our core values to ensure equality of opportunity and common purpose in delivering the college’s strategic plan.

At Plumpton College we are:

1. Professional
2. Supportive
3. Enterprising
4. Passionate
5. Ambitious and progressive

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| **Essential criteria for the post** |
| A proven track record in the maintenance and development of high standards within the workplace – to include the presentation of facilities and action-led interventions amongst staff. |
| Recent experience of working with young people in a supportive role |
| A thorough understanding of professional standards and outstanding attention to detail. The ability to undertake effective interventions to maintain the same. |
| Evidence of change management and quality improvement within a similar context |
| Ability to communicate effectively with people at all levels including the ability to effectively lead team meetings |
| A thorough understanding of the issues affecting student welfare |
| Excellent IT skills including proficiency in MS Windows based applications |
| Physically fit with excellent manual handling skills |
| Ability to effectively and confidently engage with young people |
| Flexible approach to working hours |
| The ability to produce high quality written reports |
| Full UK driving licence. |
| Educated to a minimum of Level 2 in English & Maths (grade C or above/equivalent) |
| Project management experience |

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| **Desirable criteria** |
| An understanding of the legislative and inspectorial frameworks affecting college provision  |
| D1 driving licence entitlement |
| Experience of working within a similar role |
| Knowledge and experience of facility management software |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

This role is characterised by a high degree of flexibility in work patterns and whilst basic working hours are from 0800hrs to 1700hrs this will frequently change in response to business needs. This is an all year round post and includes the requirement to ensure that adequate arrangements are in place for the care and welfare provision of animal stock outside of term time. As such this role is not eligible for time off during public holidays or college efficiency days.

Full time onsite accommodation is provided as a condition of employment and for a nominal rent to facilitate the flexibility that this role requires. Further remuneration or time off in lieu is not provided for such periods.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. No annual leave will be granted during term time. Annual leave sheets will be available from the start of the new holiday year.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.