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| **Education Pathways and Foundation Learning Administrator** |

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| **Reporting to:** | Head of Education Pathways and Foundation Learning |
| **Working Hours:** | Full time (37.5 per week) |
| **Salary:** | Scale Point 13 – 18 (£18,874 - £22,175) |
| **Position Code:** | PC S3 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The post holder will be responsible for co-ordinating and providing administrative support of the highest quality to the Education Pathways and Foundation Learning team to ensure that the area operates effectively, including maintaining accurate records and effective and efficient filing systems.

**Duties and responsibilities of the job**

1. **Main Duties**

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| 1. To be the first point of contact and provide Information and Guidance for students and parents/carers. |
| 1. Manage the responses to the 14-16 e-mail inbox for enquiries. |
| 1. To assist the Managers and liaise with the Exams department and curriculum areas to ensure student qualifications, enrolments, registrations and claims are accurate and completed in a timely manner and to ensure that achievement is evidenced and recorded in ProSolution for all individuals undertaking competency tests. |
| 1. To contribute to the organisation of area events, such as parents’ evenings and open evenings, including appointment making, corresponding with parents and to attend such events as and when required. |
| 1. To effectively handle enquiries in all formats, from students, employers, colleagues, parents and external organisations to ensure customer satisfaction is achieved. |
| 1. To prepare and administer school, parent agreements and protocols as necessary |
| 1. To deal with financial administration relating to placing orders with external suppliers. |
| 1. Assist the Managers in liaising with the Student Records Team to ensure that student enrolments are complete and reflect the relevant assessment requested. |
| 1. Build and maintain professional working relationships across the College. |
| 1. To provide professional administrative support for the work of the Education Pathways and Foundation Learning team including the organisation of meetings, responding to e-mail enquiries and other administrative tasks required. |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |

1. **Other responsibilities and duties**

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| 1. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT. |
| 1. To adhere to appropriate College policies including (but not limited to) safeguarding, equality & diversity, and health and safety. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

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| **Essential criteria for the post** |
| 1. Level 2 qualification in English & Maths. |
| 1. Have experience of organising meetings and events, including preparing and producing papers for a manager to support his/her professional work |
| 1. Evidence a wide range of IT skills, including use of Microsoft Office packages and databases |
| 1. Be able to demonstrate a pro-active approach to problem solving |
| 1. Be able to demonstrate an ability to work independently and flexibly |
| 1. Have experience of forming good working relationships with customers and staff |
| 1. Have experience of minute-taking |
| 1. Can demonstrate excellent communication and interpersonal skills |
| 1. Display enthusiasm, initiative and the ability to prioritise workloads to meet deadlines |

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| **Desirable Criteria** |
| 1. Have Level 3 qualifications in Administration |
| 1. Have experience of working in an educational environment |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30-17.00hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post**. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.**

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for 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 LGPS 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