

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Administrative Assistant	Post Number:	CS0185P
Daily Supervision:	Contracts Team Leader	Grade:	CSS Scale 3
Department:	Marketing and Communications - Digital Engagement Team	Last Updated:	April 2021

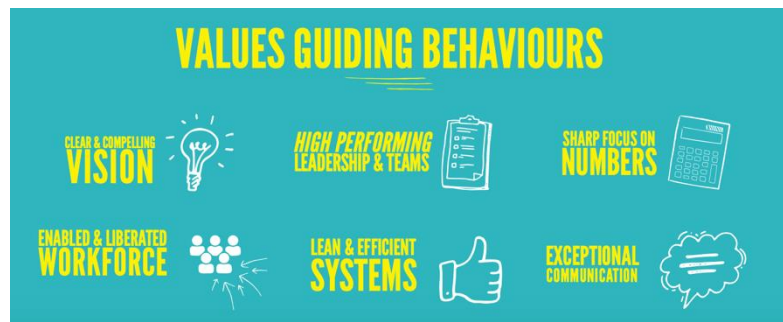
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To maintain accurate records across all aspects of the College's apprenticeship, workplace learning delivery, including Lincoln College and subcontractor delivery.

To ensure a thorough knowledge of funding, quality and data requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To input and accurately maintain learner and employer records on the College's management information systems.
2. To have a thorough working knowledge of College software, to include ProSolution, and OneFile
3. To check data accuracy to ensure contract compliance at all times.
4. To assist the Contracts Team Supervisor with the production of performance management and funding information
5. To support the Contracts Team Supervisor with the preparation of timely ILR returns.
6. To liaise with College departments and partners, advising on all aspects of the workplace learning processes.
7. To liaise with learners, employers and partners in relation to fee payment, including the administration of 19+ Advanced Learning Loans.
8. To regularly audit electronic learner files to ensure compliance
9. To provide administrative support within the Contracts Team, as requested by the Contracts Team Supervisor.
10. To provide support to the Information Services Unit and the Admissions and Enrolments team as required.
11. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
12. To maintain professional standards and expertise by undertaking relevant professional development.
13. To maintain quality standards appropriate to the post.
14. To conform with the Health and Safety requirements relevant to the post.
15. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	NVQ 3 or equivalent in Business Administration	A
2	GCSE Maths and English grade A – C/ 9 - 4 or equivalent	A
3	Computer skills to at least the equivalent of ECDL	A/I/T

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non-discriminatory manner	A/I
5	Good communication skills (written, oral and aural)	A/I/T
6	The ability to contribute to and function effectively as part of a team	A/I
7	Excellent telephone manner	A/I
8	Ability to work under pressure and meet deadlines	A/I

	Experience	PSM
9	Recent experience in a further education environment, or relevant administrative experience, preferably in a further education establishment	A/I
10	Computerised data input experience	A/I

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development	A/I
12	Ability and willingness to work flexibly and outside normal working hours on occasions	A/I

	Skills/Abilities - Other	PSM
13	Good organisational skills	A/I
14	Good numeracy skills	A/I
15	The ability to work using own initiative with minimal direct supervision	A/I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Claire Lloyd - Head of Marketing & Engagement
Date:	April 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test