

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Adult Education Centre (AEC) Administration Officer	Post Number:	CS0777P
Daily Supervision:	Senior Administration Officer	Grade:	CSS Scale 4
Department:	Employer Provision	Last Updated:	June 2021

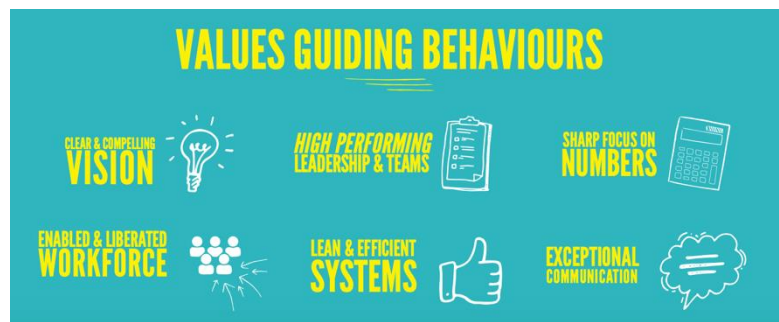
Our Vision:

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 provide day to day supervision of the administration team within the Adult Education Centre.

To ensure a high-quality customer service to students and visitors while using efficient administration functions.

Ensure compliance by working accurately to tight deadlines, but with the confidence to add value to the practices of the wider department.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide day to day supervision and leadership of Administration Assistants within AEC, and to take an innovative approach to the work of the administration team allocating and prioritising tasks to ensure deadlines are met, and to recruit to any administrative vacant posts providing relevant system training as required.
2. To be responsible for the development and maintenance of administrative systems to ensure that best practice is being used.
3. To undertake a range of administrative activities required in connection with the running of the department.
4. To confidently use existing internal systems including Pro Solution, Pro Metrix, Symmetry and external systems such as TERMS to input and advertise enrolments and courses
5. To be responsible for ordering supplies as required by budget holders.
6. To administer iTrent for the designated staff.
7. 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.
8. To maintain professional standards and expertise by undertaking relevant professional development.
9. To maintain quality standards appropriate to the post.
10. To conform with the Health and Safety requirements relevant to the post.
11. To be responsible for safeguarding and promoting the welfare of children and vulnerable adults 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	HNC Business or equivalent/be willing to work towards	A/I
2	Thorough knowledge of Microsoft Office applications, i.e. Word, Excel	A/I/T

	Skills/Abilities – Interpersonal	PSM
3	The ability to supervise and work as a member of a team	A/I
4	Excellent written and oral communication skills	A/I
5	A sound knowledge of the principles of customer care	A/I/T
6	The ability to work under pressure and meet deadlines	A/I
7	The ability to work in a non discriminatory manner	A/I

	Experience	PSM
8	Recent relevant supervisory experience – desirable	A/I
9	Recent relevant administrative experience	A/I
10	Practical experience of using relevant software packages, i.e. word processing, spreadsheets and databases	A/I/T

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
12	Excellent organisational skills	A/I
13	The ability to maintain and develop administrative systems	A/I
14	The ability to word process accurately at 35 wpm	A/I
15	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By:	Gemma Fogg - Senior Administration Officer
Date:	June 2021

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