



## JOB DESCRIPTION



<b>Post:</b>	Future Skills and Adult Learning Administrator
<b>Responsible to:</b>	Future Skills and Adult Learning Manager
<b>Salary:</b>	Part-Time, 18.5 hours per week £18,969 - £19,322 pro rata (£9,484 - £9,661 per annum) Scale 2, Pt 15 – 16
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>The prime responsibility will be to provide professional administrative support for the Truro and Penwith College Future Skills department, with a particular responsibility for processing learner and activity information pertaining to the Multiply programme and ensuring that all engagements in substantive provision are reported in the Individual Learning Record.</p> <p>To provide administrative support for the team. Duties to include: creating, tracking and administering the learner's journey from initial enquiry through to distribution of certificates; updating the CRM system to ensure all details are accurate, including course bookings and learner contact information; provide accurate reports in relation to subject area being administered, when required; develop a sound knowledge base of the courses being administered.</p>
<b>Specific Duties:</b>	<p>Administrative functions e.g. post, processing internal and external correspondence, telephonist duties, receptionist functions.</p> <p>Utilise College systems for student data input and editing, for document storage and updating, and for information sharing across the team.</p> <p>Records management such as filing, archiving, retrieval of relevant physical and electronic files.</p> <p>Make available and update when necessary promotional and instructional materials in a range of formats for use by staff and students.</p> <p>Log equipment and maintenance faults as and when required.</p> <p>Take responsibility replenishing supplies of stationery and materials required for the smooth functioning of the team.</p> <p>Undertake printing and copying tasks as required.</p> <p>To provide support for learners / clients, including organisation of training as appropriate.</p> <p>To maintain and develop appropriate system/processes to support the above activities.</p> <p>To liaise with relevant departments/personnel within Truro College and external agencies as required.</p>

**General  
Requirements:**

To provide office cover, when required, in the instances of sickness and holiday.

To respond flexibly to the varied requirements which will inevitably emerge in the scope of work.

To undertake such cross – College responsibilities as may from time to time be ascribed to the post.

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

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

To participate in the scheme for appraisal and review of performance adopted by the College.

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

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

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.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

# PERSON SPECIFICATION

## FUTURE SKILLS AND ADULT LEARNING ADMINISTRATOR

Ideally, the person appointed will have the following skills and experience:

- A significant amount of experience of working within an administrative support role.
- Excellent organisation skills and the ability to work well in busy environments.
- Accuracy in handling data and careful attention to detail.
- Excellent communication skills, both written and oral communication skills.
- Outstanding inter-personal skills in dealing with clients, students, staff and members of the public.
- Excellent IT skills (relevant qualification desirable) in Word (including mail-merge), Excel and Outlook.
- Professional and business-like approach, able to represent the college and the Business and Professional team positively.
- Ability to deal sensitively and fairly with people.
- A commitment to undertaking continued professional development activities relevant to the post.
- Professional telephone manner.
- A willingness and flexibility to learn and then operate new procedures effectively.
- Will need to be highly motivated with the ability to act on own initiative and to work with colleagues as part of a team.
- Ability to work under pressure and to deadlines.

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.

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