



Learning Support Administrator

Annual Salary Up To £18,659 Pro Rata

Part Time

BENEFITS INCLUDE:

Generous holiday entitlement
Defined benefit pension with around
15% employer contribution

JOB REF: 19-020



We are looking for a proactive and enthusiastic individual to carry out administrative procedures for the Specialist Assessment and Support and ALS teams.



The core of the role will be to process referrals for assessments and exam concession assessments with the Specialist Tutors in a seamless and efficient way, ensuring tutor referrals are fully complete, liaise with tutors and students regarding appointments and following up student attendance at the appointments.



Qualified to level 2 you will have GCSE Maths & English Language Grade A – C (9 – 4 or equivalent) and Microsoft Office skills including Word, Outlook and Excel. As well as experience within an administrative support role, you will also possess excellent time management and communication skills.

Closing Date: 12th December 2019

To Apply

You can apply by sending your CV with a cover letter, or by completing one of our application forms, and sending by email to jobline@colchester.ac.uk quoting the job reference. Please contact Human Resources using this email address if you have any queries.



ABOUT US

WITH OVER 11,000 STUDENTS AND 1,200 STAFF, COLCHESTER INSTITUTE IS ONE OF THE LARGEST PROVIDERS OF GENERAL FURTHER EDUCATION, HIGHER EDUCATION, AND SKILLS TRAINING IN THE REGION.

Colchester Institute has a clear dedication to meeting student and employer needs. We operate across three main campuses in Colchester, Braintree and Clacton, each with their own individual atmosphere and characteristics, along with a number of other learning sites in north Essex.

In this network of delivery locations we have some of the best facilities in the country for learning and training delivery. This includes state of the art workshops and equipment, with recent additions including a £6m STEM Innovation Centre at the Braintree Campus and a £10m STEM Centre at Colchester campus, both supporting innovative teaching in a range of subjects including engineering, manufacturing, construction, and digital technologies.

But this is just a flavour of the breadth of offer and facilities; we have dedicated provision and facilities for catering and hospitality, hairdressing and beauty therapy, art, design, fashion, photography, business, administration, accounting, childcare and early years, computing, IT, web design, English, maths, film, media, foundation studies, music, performing arts, sport, travel, public services, health, science and teacher training.

As well as the ability to offer bespoke courses to students and employers in specialist areas such as gas, plumbing and electrical industries, and in the areas of business, management and general staff training. We also provide part time, recreation and leisure courses, and those leading to further and higher-level qualifications and apprenticeships.

For fifty years we have equipped thousands of students and employers with the skills they have needed to realise their aspirations and helped students of all backgrounds exceed their potential.

Our main Colchester campus is located in the heart of Britain's oldest recorded town and Roman capital. Just a five-minute walk from the main town centre, it is easily accessible by road and rail via the A12/A120 and Colchester North station, which is served by direct trains from London Liverpool Street, Chelmsford, Ipswich and Norwich.

Job Description

Job Title:	Learning Support Administrator
Salary:	£17,222 - £18,659 pro rata
Actual Salary:	£8,830.65 - £9,567.47
Location:	Colchester
Hours:	25 hours per week, 36 working weeks per year

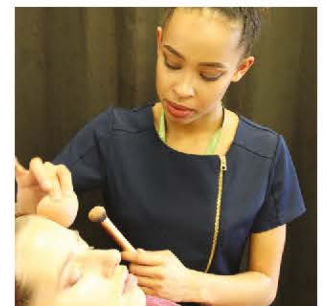


PURPOSE STATEMENT:

To carry out administrative procedures for the Specialist Assessment and Support and ALS teams. The core of the role will be to process referrals for assessments and exam concession assessments with the Specialist Tutors in a seamless and efficient way including liaising with students and schools to obtain JCQ8 documentation.

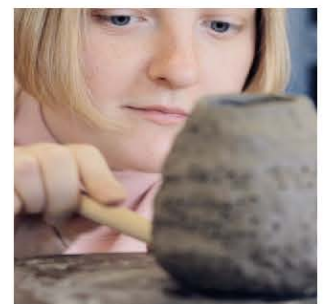
To ensure tutor referrals are fully complete, liaise with tutors and students regarding appointments and following up student attendance at appointments for assessments.

Working closely with the Specialist Assessment and Support and ALS teams you will be uniquely placed to offer administrative support to the team with systems improvement, training, projects, arranging meetings, note taking and correspondence with students, parents and key stakeholders

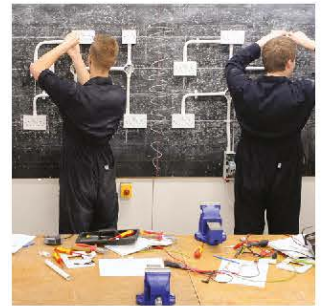


MAIN TASKS:

1. To process tutor referrals for assessments and exam concession assessments under the direction of the Specialist Assessment and ALS team.
2. To proactively chase up JCQ8 forms for students new to the college, liaising with schools, students and parents where appropriate.
3. To liaise with internal teams including the exams teams, Additional Learning Support Faculty Co-ordinators and tutors to ensure assessment/concession information is passed on.
4. To keep accurate records of tutor referrals indicating the stage reached and compile and collate reports as required
5. To locate students who have missed/forgotten their appointments and encourage them to attend, collecting them in person if needed.



6. To support the Specialist Assessment and Support Team with the administration and arrangement of support sessions and workshops outside timetabled classes.
7. To monitor and follow up students who do not attend support sessions and workshops outside timetabled classes to maximise the efficiency of support
8. To provide administrative support to the Lead EHCP and HNF Manager – this including organising EHCP review meetings in consultation with parents, CI staff and external agencies as advised.
9. To send relevant paperwork relating to EHCP review meetings, either by post or email to parents/tutors, sending calendar invites to PfA Advisers/Social Workers/Tutors etc. Arrange visitor notification, room bookings and parking space reservations as required
10. To support the Specialist Assessment and Support Team with the administration of any workshops and // or training sessions for staff.
11. To provide administrative support and collate access information received from schools
12. To liaise across all college departments, on all sites and with external agencies and organisations. To travel as required to college sites and external venues.
13. Adhere to and promote the College's Safeguarding, Equality and Diversity and Health & Safety policies and practices.
14. To undertake such other duties as may be required by or on behalf of Colchester Institute provided they are consistent with the nature of the post.



This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Colchester Institute.

SAFEGUARDING:

Colchester Institute is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. All roles are subject to an Enhanced Disclosure and Barring Service check. Please contact Human Resources for further information if required.



Person Specification – Learning Skills Administrator		Ref:19-020
	Essential	Desirable
Qualifications / Training	GCSE Maths & English Language Grade A – C (9 – 4 or equivalent)	<i>CLAIT/ ECDL or other IT qualification</i>
Knowledge / Experience	<p>Experience within an administration role</p> <p>Experience of data inputting</p> <p>Experience of working in a busy office</p> <p>Experience of managing information using database systems</p> <p>An understanding of Safeguarding and a commitment to creating a safe learning environment</p> <p>An understanding of Equality and Diversity and its application within the College</p>	<p><i>Experience of working within an educational setting</i></p> <p><i>An awareness and / or understanding of SEND</i></p>
Skills / Abilities	<p>Excellent time management skills</p> <p>Excellent communication skills</p> <p>Ability to organise, prioritise and work to deadlines.</p> <p>Microsoft Office skills including Word, Outlook and Excel</p> <p>Flexible approach.</p> <p>Ability to meet deadlines</p> <p>Ability to work quickly and accurately in a multitask situation</p> <p>Ability to work well as part of a team</p>	
Special Requirements	Willingness to travel to any Colchester Institute location when required	

Staff Benefits

Holidays – 40 days for lecturing staff plus bank holidays, 28 days rising to 33 days for business support staff and managers after 5 years' service plus bank holidays and 35 days plus bank holidays for academic management staff.

Pension scheme – membership of a Defined Benefit Pension Scheme, either the Local Government Pension Scheme or the Teachers' Pension Scheme, both with significant employer contributions and both with life cover and survivor pension.

Teaching and assessor qualifications funding support – if college budget allows for teaching staff this can include Certificate in Education/Post Graduate Certificate in Education qualification, and can equate to £12k support.

Salary – will be paid in accordance with the appropriate salary band where annual increments may be payable in addition to an annual pay award until the maximum of the banking is reached.

Travel expenses – reimbursement of the cost of travel expenses in line with expenses policy to the exclusion of travel expenses between home and normal work location.

Learning and development and continuing professional development – an organisational commitment to staff development, with an in-house Training & Development department responsible for arranging on-site training as well as booking external conferences and events.

Travel discounts – discounted travel on local and regional bus and rail networks, with the Colchester campus being close to the mainline Colchester station on the London to Norwich intercity rail service and with access to a number of local rail lines.

Cycle to work scheme – salaried employees can purchase a new bike and accessories and make savings on income tax and National Insurance. These savings can be equivalent of up to 40% of the retail price of the bike and equipment.

Technogym and fitness facilities – at our Colchester campus staff can join our state of the art Technogym with good value membership at only £10 per month by salary deduction. There is also the use of a sports hall available with staff using this for basketball and badminton.

Discounted onsite hair and beauty facilities - our onsite salons offer a wide range of hair, beauty and holistic services at very competitive prices. Treatments are carried out by students under the full guidance of experienced lecturers. Employees are entitled to a 15% discount.

On Site Food & Drink facilities - Colchester Campus has a takeaway food service operated by the Centre for Hospitality & Food students. Here you can taste foods prepared freshly by students at low prices. Also on site at Colchester Campus is the Balkerne Restaurant where you can enjoy a full dining experience at incredibly low prices.

MOT and Servicing - all work will be carried out by a fully qualified and experienced mechanic assisted by students. This provides students with a 'real world' garage experience to help them flourish upon completion of their qualification. In addition, all this will be conducted in the fully accredited 'state of the art' workshops run by the college.

Staff Association - run by staff on a voluntary basis. All employees joining automatically become members of the Staff Association. The aim of the Staff Association is to organise as many varied social events throughout the year to include all staff members and their close families.

Employee Assistance Programme – a 24/7 service available to employees and their immediate families providing free and confidential advice and support for personal issues; the programme also allows access to a Savings Centre where savings of up to 50% can be made with a large number of retailers.

Wellbeing – a range of activities under our wellbeing programme include items already listed here plus choir and initiatives such as Wellbeing Days where a range of sporting, health and socialisation activities take place for staff.

VDU Users – contribution to eye tests and glasses if required for VDU users via our corporate partner, Vision Express; employees receive a free eye test and if glasses are required, a contribution of £45 towards these is covered.

Colchester Institute Course Discounts - 35% discount off a number of courses including Higher Education courses, and a 10% discount off other courses, further details can be provided.

Colchester Campus Nursery and Pre School Discount – there is a privately-run nursery and pre-school located right next to Colchester campus which enables parents to have easy drop off and collection with employees enjoying a 10% discount.

Discounted reprographic printing and PC software – employees have access to reprographic printing and purchase of PC software such as Adobe and Microsoft products at low / discounted prices.

Purchase of NUS card – employees can purchase an NUS card which then allows for a range of savings including those from a wide range of retailers / services e.g. Amazon online, Topshop/Topman, Pizza Express, Zizzi, Odeon, Cineworld and Vue.

A number of direct retail discounts – for example, discounts on purchases from The Book People, 5% discount and free delivery for purchases from Kent Blaxill, 10% discount on purchases made at the Tiptree Tea Room at the Minories Colchester, 10% discount at Kiddi Karu nurseries, 10% discount at the Lifehouse Spa and Hotel, and discount on membership for Leisure World Colchester with facilities.