

JOB DESCRIPTION

JOB TITLE:	Administrator – Foundation Provision
CURRICULUM AREA	INSPIRE – Foundation Provision
RESPONSIBLE TO:	Foundation Provision Manager
RESPONSIBLE FOR:	No subordinate staff

MAIN TASKS AND RESPONSIBILITIES:

1. Administrative duties
2. Administration of Admissions Services
3. General responsibilities

1. Administrative Duties

- Ensures that all documentation is appropriate and maintained in an accurate manner.
- To support College events programme; information evenings, enrolments etc.
- Receives enquiries and messages and deals with all internal and external communications effectively and efficiently in a confidential manner.
- Participates in student recruitment and enrolment processes.
- The administrative assistant will ensure that all of the appropriate paperwork associated with EHCP and Annual Reviews are kept up to date and are available for all staff and monitoring processes. Ensuring the College systems record accurately the learners who have EHCPs and that they are live by liaising with ECC.
- The administrative assistant will assist for appropriate processes associated with enrichment activities, such as bookings, payments and transportation.
- The administrative assistant will provide the administrative support to ensure all medical requirements associated with the complex needs of learners, within the unit, are recorded and communicated.
- Engage with all financial aspects such as petty cash and purchasing requisitions.
- Take minutes for meetings.

2. Administration of Admissions Service

- Assists with the recording of Admissions application forms and associated paperwork. Liaises with applicants and their sponsors to ensure that they are informed about their application.
- Assists with the arrangements of interviews and their outcomes, ensuring timely information is given.
- Ensures that the information and advice given to clients and their parents/employers is accurate and supportive.

3. General responsibilities

- To take personal responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- To contribute to the attainment of the College's strategic objectives as appropriate.
- To comply with all College policies, procedures, practices and rules as may be made from time to time.
- To take responsibility for own professional development and ensure up to date knowledge on all areas associated with HR administration.
- To take an active part in staff development and appraisal systems.
- To undertake such other duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your present place of work or any other establishment for which the College provides services.

NB: In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.