# METROPOLITAN BOROUGH OF SEFTON

**Department of Investment and Employment Community Learning Service**

**Job Title: Senior Administrator**

**Place of Work: Cambridge Road, Seaforth (base) Responsible to: Assistant Community Learning Manager Responsible for: 1.8 Administrator posts**

**Grade: E**

**JOB PURPOSE**

To be responsible for all aspects of office administration, including developing an understanding of the requirements of the MI system. Key to this role will be the ability to liaise with service staff to ensure that correct procedures are adhered to and tasks are prioritised and achieved in a timely manner. This post will have direct line management responsibilities for the 1.8 Administrator posts.

**MAIN DUTIES**

1. To undertake general office and administrative duties assigned by the Assistant Community Learning Manager and Service Manager.
2. Responsible for organisation and planning, of all administration requirements including ability to meet tight deadlines under pressure.
3. Financial responsibilities including bill payments, ordering resources dealing with petty cash budget
4. To assist in the administration of all external accreditation including examination entries and liaison with awarding bodies.
5. To provide administrative support for moderation teams.
6. To input learners records on to MIS as required.
7. To oversee and support the input of the Liverpool City Region required Management Information Systems (MIS).
8. To supervise all administration procedures including staff and work placements as required.
9. To be responsible for tracking learner progression and participation, achievement and satisfaction, providing reports to the management team.
10. To take minutes at team meetings.
11. Monitor and report on any complaints relating to the Service delivery and liaise with internal departments re complaints.
12. Assist with other administrative tasks as required, undertaking duties as appropriate to the relevant grade.

# Terms & Conditions

Pay Scale: **E**

Working **36 hours per week**

The Authority has approved a policy on Equal Opportunities in employment and copies are freely available to all employees.

All staff are responsible for the implementation of the Health & Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect a criminal records check will be undertaken prior to confirmation of appointment.

This post will require occasional evening or weekend working. A Casual User Car Allowance is applicable.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Prepared by:

Name: Lisa Grimes

Designation: Community Learning Manger

Date: June 2023

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Personal Attributes Required** | **Essential (E) Desirable (D)** | **Method of Assessment** |
| **Qualifications/Training** | D | A/Certificate |
| 1. ECDL or equivalent |
| **Experience** |  |  |
| 1. Experience of clerical/administration work | E | A/I |
| 2. Organisation and planning, including ability to meet tight deadlines under pressure. | E | A/I |
| 3. Experience of dealing with petty cash and budgets. | E | A/I |
| 4. Experience of working in an educational establishment. | D | A/I |
| **Skills** |  |  |
| 5. Ability to take minutes at meetings | E | A/I |
| 6. Ability to follow set procedures and guidelines accurately. | E | A/I |
| 7. Excellent basic keyboard skills. | E | A/I |
| 8. An adaptable and flexible approach. | E | I |
| 9. Ability to use IT competently in an office environment. | E | A/I |
| 10. Ability to work unsupervised and part of a team and working flexibly. | D | A/I |
| 11. Ability to work to specified deadlines and to prioritise workloads accordingly. | D | A/I |
| 12. Drive, enthusiasm and commitment to the service. | D | I |
| **Other** |  |  |
| 1. Maintain confidentiality | E | I |
| 2. Willingness to learn and develop new skills | E | I |
| 3. Driving licence | D | I |
| 4. Willingness to work outside normal office hours on rare occasions | D | I |

Title of Post: **Senior Administrator** Post No:

Department: **Economic Growth and Housing Grade**:E

# Prepared by:

**Name:** Lisa Grimes

**Designation:** Community Learning Manager

**Date:** June 2023