**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Adult Education Officer 0.4 | Croxteth Park Centre, Liverpool |
| **SALARY** | **BENEFITS** |
| Band 2 - £19,337 - £23,317 per annum, pro rata,  relating to qualifications and experience,  plus holiday entitlement | 26 days holiday, pro rata, rising to 31 days, pro rata, following 5 years’ service plus Bank Holidays. Includes up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head of Centre | n/a |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The information below is intended to provide an outline of the workload of the job and its role. The job description outlines the main duties in general terms only and is not intended to be prescriptive. The post holder will be expected to work in a flexible proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues.  To deliver an outstanding customer-centred service for all Adult Education Budget (AEB) administration requirements.  To provide a highly efficient and effective service to ensure contract compliance and documentation is fully completed in a timely manner.  To maintain lean, secure and effective processes in order to support the application / enrolment processes, confirm and communicate course bookings, recording of assessment and results for students and confirming Awarding Body registrations.  To ensure that student data is recorded and maintained in the College’s management information system in an accurate, secure and timely manner and support with producing operational information.  To develop collaborative relationships with cross-College teams and colleagues whilst delivering a professional customer-centred service. | |
| **DUTIES - specific** | |
| **GENERAL**   * To provide a highly efficient and effective service ensuring compliance with AEB and Awarding Body expectations. * To maintain lean, secure and effective processes in order to support the application / enrolment processes, confirm and communicate course bookings, recording of assessment and results for students and confirming Awarding Body registrations. * To ensure that student data is recorded and maintained in the College’s management information system in an accurate, secure and timely manner and support with producing operational information. * To work with colleagues to ensure that there is a smooth and timely exchange of information, including academic staff and specialist support teams such as exams and quality assurance. * To ensure the student records database is accurate and complete. * To support the enrolment process for AEB funded learners. * To comply with the principles of Data Protection in relation to the sharing of personal data. | |
| **REPORTING**   * To report results to the Quality team accurately and promptly.   **RECORDING**   * To ensure that data is recorded and maintained in the College’s management information system in an accurate, secure and timely manner and support with producing operational information. * To ensure that documentation relating to the funding status of learners is collected and recorded in a timely manner. * To ensure that student records are updated in a timely manner.   **COMMUNICATION**   * To liaise with curriculum staff delivering AEB funded programmes. * To liaise with the Data Team to ensure all student records are up to date and accurate on the student records database. | |

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| **DUTIES - general** |
| Whilst this post is located in a specific area, the postholder, in order to meet the needs of the business, may be required to move across the structure and undertake other tasks. |
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| You will be a role model and promote the College values:   * **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making. * **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.   **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
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| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
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| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
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| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I) |  |
| ***Attainments*** | |
| 5 GCSE’s (or equivalent) at Grade C or Grade 4 or above (or equivalent grade), including English and Maths. (A) | ‘A’ levels or other Level 3 qualification. |
| ***General Intelligence*** | |
| Experience of working to deadlines. (I)  Ability to prioritise. (I)  Experience of different Software packages (Microsoft Office suite, databases). (A)  Good time management skills (I) |  |
| ***Special Aptitudes*** | |
| Experience of following detailed rules and regulations. (A/I) | Experience of working in an educational setting. |
| ***Interests*** | |
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| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I)  Self motivated (I)  Positive approach to change (I) |  |
| ***General*** | |
| An understanding of health and safety requirements of a working environment (A/I)  An understanding of equal opportunities issues within an educational context (A/I)  An understanding of “safeguarding” and its importance within the College \* (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Criminal Records Bureau clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (I) | Current driving licence (A) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Adult Education Officer 0.4 | Croxteth Park Centre, Liverpool |
| **SALARY** | HOURS OF WORK |
| £19,337 - £23,317 per annum, pro rata,  relating to qualifications and experience,  plus holiday entitlement | 15 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION (FINAL SALARY) |
| 26 days holiday, pro rata, rising to 31 days, pro rata, following 5 years’ service plus Bank Holidays. Includes up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,001 or more pa 12.5% Employee  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of six months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme.    Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.    Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |