

**PETERBOROUGH ADULT LEARNING SERVICE  
CITY COLLEGE PETERBOROUGH**

**ADMINISTRATOR – Health & Care Sector Work Academy**

NJC Scale 5 SCP 14-18 £17,681 - £18,870

**OVERVIEW OF THE ROLE**

City College Peterborough is proud to be delivering the £5.2M Health and Care Sector Work Academy on behalf of Cambridgeshire and Peterborough Combined Authority. As an Administrator, you will play a key role in the project's success. You will be involved in the day to day organisation of the team's activities and project arrangements. You will also be the first point of contact for participants and employers wanting to find out more about the project.

The successful candidate will join a small team of dedicated hardworking and committed staff able to work flexibly within the working week and year.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

**ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER**

This is an important post playing a key part in the continuing success, development and expansion of adult learning across the City.

The successful applicant will be an individual who is focused with an understanding of the values of our customer service requirements. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new ways of working. He or she will possess the ability to interact with people at all levels and abilities. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications: 23 November 2018**

**Interviews will be held: Week commencing 3 December 2018**

Pat Carrington  
Head of Service/Principal  
October 2018

**PETERBOROUGH ADULT LEARNING SERVICE  
CITY COLLEGE PETERBOROUGH**

**JOB DESCRIPTION**

**LEA DIVISION:**

Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)

**SECTION:** Health & Care Sector Work Academy  
**Job Title:** Administrator – Health & Care Sector Work Academy  
**Grade:** NJC Scale 5 SCP 14-18 £17,681 - £18,870  
**Responsible to:** Project Manager  
**Responsible for:** N/A

**JOB PURPOSE**

Under the direction of the Health & Care Sector Work Academy, to provide, maintain and develop administrative support to the team to support the achievement of funding, fees and quality targets. To also deliver first-class customer service, responding to enquiries from customers. The post may be allocated a specific responsibilities.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Working with a high degree of accuracy and to agreed deadlines, provide general administrative support to curriculum areas to meet all funding, fees, awarding body and Ofsted requirements
2. Provide a high-quality, professional information service.
3. Provide an effective communication route between learners, tutors, departments and managers
4. Maintain invoicing, create purchase requisitions and sales invoicing for the departments.
5. Assist in the production and distribution of publicity material and promotional activities
6. Maintain working area to a professional standard
7. As required, greet corporate clients and direct them to their room
8. Receive all incoming mail sort and arrange for its distribution
9. Undertake periodic tasks as required by the Team
10. To work unsupervised as directed
11. Be available to work in the evening/weekends as required to meet business needs
12. Participate in maintaining the Investors in People (IIP) Standard and Matrix IAG Standards
13. Contribute to ensuring the Safeguarding of children and vulnerable adults
14. Participate in achieving a minimum grade 2 Ofsted inspection
15. Contribute to ensuring the College's Equality and Diversity duty is met
16. Meet the minimum requirements of Continuing Professional Development (CPD)

## **GENERAL DUTIES**

1. To ensure that the City Council's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service.
3. To promote high standards of Health, Safety and Welfare, ensuring that the Council complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Peterborough Adult Learning Service/Principal CCP.

## **VARIATION CLAUSE**

This is a description of the job, as it is constituted at the date shown. It is the practice of this Authority periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

## **FLEXIBILITY CLAUSE**

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

**Description prepared by:** Adele Fender  
Assistant Principal

Date: October 2015

**Description authorised by:** Pat Carrington  
(Head of Service / Principal)

Date: October 2015

**PETERBOROUGH ADULT LEARNING SERVICE  
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**PERSON SPECIFICATION**

**SECTION:** City College Peterborough  
**Job Title:** Administrator  
**Grade:** NJC Scale 5 SCP 14-18 £17,681 - £18,870

**Responsible to:** Community Coordinator  
**Responsible for:** N/A  
**Completed by:** Vice Principal  
**Date:** June 2014

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Up to date general office and administration practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Ofsted</li> <li>• Matrix IAG</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<p>Proven ability in:</p> <ul style="list-style-type: none"> <li>• Professional, flexible approach to work</li> <li>• A "can do" attitude</li> <li>• Excellent inter-personal skills – can relate confidently and productively to people of all ages, abilities and ethnic backgrounds</li> <li>• Customer care</li> <li>• Writing clear and grammatically correct English</li> <li>• A good level of numeracy</li> <li>• Using Microsoft Office computer packages</li> <li>• Patient and calm under pressure</li> <li>• Organisation skills and capable of dealing with competing demands on time</li> <li>• Self-starter, able to solve problems in innovative ways.</li> <li>• Prioritising work and meeting tight deadlines</li> <li>• Pro-active team member, willing to help and support colleagues</li> </ul>	

<b>EXPERIENCE</b>	Proven experience in: <ul style="list-style-type: none"> <li>• providing high- quality administrative support</li> <li>• providing high- quality customer service to the general public.</li> <li>• Working in a busy office environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of handling cash.</li> <li>• Experience of handling sensitive information.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A good basic standard of education</li> <li>• Level 2 Maths, English or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic ICT.</li> <li>• Information Advice and Guidance (IAG).</li> <li>• Customer Service.</li> <li>• NVQ in Business Administration</li> </ul>
<b>EQUALITY AND DIVERSITY</b>	Proven commitment to : <ul style="list-style-type: none"> <li>• Ensuring the College's Equality and Diversity duty is met.</li> </ul>	
<b>SAFEGUARDING</b>	Proven commitment to : <ul style="list-style-type: none"> <li>• Ensuring the safeguarding of children and vulnerable adults.</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Proven record in the understanding and practice of effective customer care.</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Willing to participate in training for professional development.</li> <li>• Adaptable and available to work such hours as reasonably necessary for the proper performance of duties.</li> <li>• Live within easy travelling distance of the College.</li> </ul>	Full driving licence and access to a vehicle