

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**POST: SENIOR ILS ADMINISTRATOR**

**RESPONSIBLE TO: Assistant Faculty Director Student Support and Services**

**RESPONSIBLE FOR:-**

#### **Main purpose of post:**

To provide an efficient and effective administrative service within the Inclusive Learning Services Department which will include co-ordination of tasks and quality checking of information.

#### **Responsibilities:**

- 1 To work with the Assistant Faculty Director in creating and developing effective methods of electronically recording student additional support time in the College's database (Prosolution) which contributes to department efficiency and ensure these systems are kept updated.
- 2 To effectively monitor and report on student support costs against the provision mapping and related income (i.e. Element 3 and ESFA) to ensure that financial data is up to date and accurate.
- 3 To provide general advice and relevant guidance to curriculum staff and students regarding Learning Support policy and support arrangements.
- 4 To carry out quality assurance processes in relation to learning support assessments within audit requirements under the guidance of the Assistant Faculty Director.
- 5 Under the direction of the Assistant Faculty Director effectively prioritise and co-ordinate student assessment appointments, maintain the assessment calendar and report regularly on progress made.
- 6 To regularly review the risk status of students' medical needs in line with College Policy and Guidance and ensure appropriate referral arrangements are made to relevant College staff.
- 7 To provide general administrative assistance within the College as required including filing, photocopying, preparing statistical information, taking minutes.
- 8 To assist with the updating, recording and dispatching of student absence information, progress reporting to parents / employers and absence monitoring.
- 9 To liaise with external agencies and assist in the preparation of reports and returns for both external and internal purposes as required.
- 10 To cover switchboard/reception duties as and when required which will include recording of outgoing post.
- 11 To be aware of and abide by the College health and safety procedures and associated policies.

- 12 To proactively implement the College's policies and procedures.
- 13 To act as a fire warden for a designated area of the College building in the event of the activation of the fire alarm.
- 14 To undertake any other relevant duties as may reasonably be requested by the Principal

**This job description will be reviewed annually as part of a process of Performance Review**

**Please Note:**

**As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.**

<b>Date: May 2019</b>	<b>Signature: S Ryan</b>
<b>Issue: 1</b>	<b>Ref:</b>

## LEEDS COLLEGE OF BUILDING

### PERSONNEL SPECIFICATION

**POST: SENIOR ILS ADMINISTRATOR**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	<p>Relevant administrative experience in a similar role</p> <p>Experience of:</p> <ul style="list-style-type: none"> <li>▪ Producing statistical information</li> <li>▪ Managing records</li> <li>▪ Organising meetings</li> <li>▪ Managing a diary booking system</li> <li>▪ Taking minutes of meetings</li> <li>▪ Data inputting</li> </ul>	<p>Experience of working in an FE and Skills environment</p> <p>In-depth experience in using Pro Tools</p> <p>Experience of working with students with support needs</p>	<p>Application Form</p> <p>Interview</p> <p>Data Task</p>
EDUCATION & TRAINING	<p>5 GCSEs (grades A*-C) or equivalent including English Language and Maths</p>	<p>NVQ Level 2 in Business Administration</p> <p>Level 2 IT qualification</p>	<p>Application Form</p> <p>Qualification Certificates</p>
SPECIALIST KNOWLEDGE AND SKILLS	<p>Excellent organisational skills</p> <p>Excellent interpersonal &amp; communication skills</p> <p>Excellent IT skills – particularly in the use of Prosolution to create reports</p> <p>Familiarity with relevant funding rules associated with learning support</p> <p>Excellent data entry skills</p>	<p>In-depth knowledge of Special Educational Needs and Disabilities (SEND)</p>	<p>Application Interview</p>
ADDITIONAL FACTORS	<p>Ability to use own initiative</p> <p>Flexible approach to work</p> <p>Flexibility to work across all College sites</p> <p>Commitment to customer care</p> <p>The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.</p>	<p>Access to own transport and willingness to work between College sites</p>	<p>Interview</p>

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*