

JOB DESCRIPTION

JOB TITLE: College Administrator

LINE MANAGER: Education and Quality Lead.

LINE REPORTS: None.

JOB OVERVIEW:

The college administrator supports the education team in the record keeping and data management which is essential to the efficient and accurate running of our specialist college provision. They also act as the first point of contact for visitors to our main education site.

RESPONSIBILITIES AND DUTIES

- Implement and maintain the Team Domenica inhouse learning records information system.
- Coordinate and maintain a folder of essential information related to learners and learning programmes necessary for audit, inspection and contract compliance.
- Make necessary returns, including the Individualised Learner Record from the above.
- Act as the administrator and cover coordinator for the staff scheduling.
- Be the first point of contact for candidates, family and support networks and visitors to Team Domenica's main site.
- Provide other administrative support to the education team as required by senior managers.
- Work as part of the college's wider administrative team as required.

All staff have the duty to:

- Maintain the health and safety of themselves, colleagues and candidates as well as the public and visitors to Team Domenica.
- Prioritise the safeguarding of candidates by following the procedures and principles laid out in our policies and associated legislations.
- Promote equality of opportunity and respect difference and diversity with the Team Domenica community.
- Maintain a professional stance while at work, including being a positive advocate of the work of Team Domenica.
- This list of duties should not be regarded as exclusive or exhaustive as you may be required to undertake other reasonably determined duties and responsibilities.

REQUIREMENTS AND PERSON SPECIFICATION

Essential

- Evidence of a highly thorough and detailed orientated approach to managing large amounts of data.
- Ability to work with high levels of professionalism, integrity, confidentiality and accountability across all aspects of the role.
- Capacity to manage a complex workload to fixed deadlines.
- High levels of competency with spreadsheets, databases and other relevant I.T applications.
- A positive and welcoming demeanour and ability to communicate with all our candidates, families, partners and stakeholders with warmth, professionalism and respect.

Desirable

- Experience of working in a specialist SEND setting for young adults.
- Reasonable working knowledge of Education and Skills Funding Agency requirements.

This role will be based predominantly at Preston Road, Brighton. Depending on their roles and business need, our staff can be required to work on a range of different sites in Brighton and Hove.

CONTRACT: Permanent and full time. Working hours 07.30 – 15.30. 41 weeks per year, consisting of term time plus 3 weeks in summer holiday.

SALARY: Up to £26,000 pro-rata depending on experience.

BENEFITS

- Company Sick Pay: (post probation) 15 days in any 12-months rolling period for eligible employees.
- Employee Assistance Programme: providing consumer, legal and personal advice. It can also refer you to free professional counselling if needed.
- Workplace Pension Contribution: 3% employer, 5% employee.
- Staff Discounts: 25% discount in our cafes and coffee products.
- Family friendly policies:
 - Maternity leave
 - Paternity leave
 - Adoption leave
 - Shared Parental Leave
 - Parental Leave, after completing one year of continuous employment and eligible up to the child's 18th birthday
 - Time-off to care for dependants

TO APPLY: send a copy of your CV and a covering letter to: hr@teamdomenica.com

CLOSING DATE: Monday 26 August.

WHAT TO EXPECT

Team Domenica is a Brighton-based charity supporting young people with learning disabilities – our candidates – into paid employment. We create futures for the individuals we support, helping them to discover their full potential, live happy fulfilled lives, and feel included within the local community.

Team Domenica is committed to the safeguarding and protection of young people and vulnerable adults. Employment will be subject to the receipt of two satisfactory professional references and enhanced DBS certificate. Safeguarding Training will be given once the successful candidate begins their role.

Team Domenica is dedicated to providing an inclusive working environment that encourages diversity and equal opportunities for all. We are committed to supporting a team that is representative of a variety of backgrounds, perspectives and skills.

As part of our recruitment process, Team Domenica collects, stores and processes personal data relating to job applicants. Shortlisted candidates will be emailed a Team Domenica Application Form to complete and return prior to interview as part of our Safer Recruitment policy.

Please refer to our Safer Recruitment Policy for information regarding all of the steps in our recruitment process and to find out more about how we use and protect the information you provide.