

**LINCOLN COLLEGE  
CORPORATE SUPPORT SOLUTIONS LTD.**

**JOB DESCRIPTION**

<b>Post Title:</b>	Administrator	<b>Grade:</b>	CSS Scale 2/3
<b>Post Number:</b>	CS0688P	<b>Date:</b>	October 2019
<b>Line Manager:</b>	Education Manager	<b>Directorate:</b>	Commercial & International
<b>Daily Supervision:</b>	Education Manager	<b>Unit/School:</b>	IRC Morton Hall

**Job Purpose:**

To provide day to day administrative support to the Education Manager and support to the department staff.

**Principal Duties and Responsibilities:**

1. To be responsible to the Education Manager for the establishment and maintenance of all administrative systems.
2. To attend centre and college meetings as directed by the Education Manager & produce reports as required
3. To be responsible to the Education Manager for the maintenance of financial and budget information in liaison with the Finance Unit at the main college campus.
4. To complete all student enrolment data in line with contract requirements
5. To carry out general administration duties including minute taking, photocopying and filing.
6. To report on staff sickness and report to the Education Manager for appropriate cover to be arranged.
7. To be responsible for the registration of detainees into classrooms and monitoring the movements via the centre radio system throughout these sessions.
8. To operate the department's management information system for inputting learner records and maintaining the database for accurate management reporting.
9. To maintain computerised data collection systems and paper based learner records as required by the contract, National Offender Unit and Home Office.
10. To maintain and monitor supplies for the department, completing stationary and stores orders.
11. To ensure efficient and effective communication flow throughout the department and cross college services/functions.

12. To assist with the induction of new staff, book agency staff and collate staffing data.
13. To ensure the provision of confidential and administrative support to the Education Manager.
14. To develop, maintain and update a filing system for the department.
15. To develop and maintain a standard format for all correspondence within the Department, in line with College Policy.
16. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
17. To maintain professional standards and expertise by undertaking relevant professional development.
18. To maintain quality standards appropriate to the post.
19. To conform with the Health and Safety requirements relevant to the post.

**NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.**

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**PERSON SPECIFICATION FORM**

**Post Title:** Administrator

**Grade:** CSS Scale 2/3

**Post No:** CS0688P

**Date:** October 2019

**Directorate:** Commercial & International

**Unit/School:** IRC Morton Hall

**No. Requirement**

**Proposed  
Selection  
Method \***

**Knowledge**

- |   |   |       |
|---|---|-------|
| 1 | HNC Business or equivalent  | A/I   |
| 2 | Thorough knowledge Microsoft Access and other Microsoft Office applications, i.e. Word, Excel | A/I/T |

**Skills/Abilities – Interpersonal**

- |   |   |       |
|---|---|-------|
| 3 | The ability to supervise and work as a member of a team | A/I   |
| 4 | Excellent written and oral communication skills         | A/I   |
| 5 | A sound knowledge of the principles of customer care    | A/I   |
| 6 | The ability to work to and meet tight deadlines         | A/I/T |
| 7 | The ability to work in a non discriminatory manner      | A/I   |

**Experience**

- |    |  |       |
|----|--|-------|
| 8  | Recent relevant administrative experience  | A/I   |
| 9  | Recent relevant supervisory experience   | A/I   |
| 10 | Practical experience of using relevant software packages, i.e. word processing, spreadsheets and databases | A/I/T |

**Work Related Circumstances**

- |    |   |     |
|----|---|-----|
| 11 | The ability and willingness to undertake relevant staff development | A/I |
|----|---|-----|

**Skills/Abilities – Other**

- |    |  |     |
|----|--|-----|
| 12 | Excellent organisational skills  | A/I |
| 13 | The ability to maintain and develop administrative systems   | A/I |
| 14 | The ability to word process accurately at 35 wpm   | A/I |
| 15 | Responsibility for safeguarding and promoting the welfare of children / vulnerable adults wherever applicable. | A/I |

**Prepared By:** Lisa Brooks

**Designation:** Education Manager

**Date:** October 2019

\* A = Application Form

I = Interview

T = Test