



Job Description

LIFE SKILLS and COMMUNITY WEST LONDON PROJECT ADMIN ASSISTANT (LOTTERY ESF PROJECT)



Information

Salary grade:	A1
Salary:	£18,564
Responsible to:	Head of Life Skills and Community
Term:	Part time 0.2FTE Fixed Term till December 2019. Start date September 2018. Flexible working hours considered.

Aims of the post:

1. To provide administrative support for ELATT's Life Skills team West London projects
2. To act as a first contact for student services and signpost enquirers to appropriate support
3. To be responsible for data collection, processing and production from enquiry stage through initial assessment and placement to progression stages
4. To maintain and update student records
5. To implement ELATT procedures and provide the best possible service to students

Key Performance Indicators:

1. Student success, achievement and progression into voluntary work, paid work and further learning
2. Achievement of projects/contracts

Our Values:

Before applying for this role, please check that you share the following values:

1. You believe in the life-changing value of education
2. You celebrate and value diversity and the enrichment and benefit it brings to society
3. You thrive in a fast-paced environment and can re-prioritise your work plans according to events and needs
4. You believe in an empathetic and caring approach to team working, valuing the contribution of team members at all levels
5. You believe in the importance of continuous improvement and learning new skills

Read more about our values here: http://www.elatt.org.uk/docs/Our_Values.pdf

Responsibilities of the Post:

Attendance and Punctuality

1. Be responsible for the overall administrative functions of projects in Life Skills and Community Team.
2. Assist students and other members of ELATT community to access Student Support Services.
3. Deal with general enquiries from applicants, their families, students, parents, employers, outside agencies, auditors and ELATT staff, referring on, including e-mail and telephone enquiries.
4. Assist in following up student absences and course changes, including the collation of information on early leavers and destinations. Implement agreed systems for monitoring student attendance, providing reports on absence and recording transfer and exit data, to ensure that records are up-to-date and accurate.
5. The production of documents and reports etc. using the full Microsoft office applications including Word, Excel, Powerpoint and diary management.
6. Collect, check and process student records, including data validation, input and filing.
7. Carry out data validation and amendment activities in accordance with ELATT and audit requirements so as to preserve the integrity, validity and accuracy of the student record.
8. Work flexibly as part of ELATT's Life Skills Team, contributing to the development of administrative systems and procedures, in order to ensure that a high quality administrative support service is provided to students and staff
9. Meeting arrangements, minuting of meetings and the action points arising from the meetings.
10. Undertake routine clerical tasks such as filing and photocopying, and maintain stocks of stationery, supplies and information leaflets. Process orders, check goods received and process invoices for payment, ensuring compliance with ELATT financial regulations and purchasing procedures.
11. Be familiar with and promote ELATT's Equality and Diversity Policy. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
12. Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
13. Be aware of and comply with the health and safety legislation and other ELATT requirements that are relevant to his/her post.
14. Other duties as reasonably required by line manager.

Person Specification

Experience

1. Level 2 qualification (e.g. A-Level, Diploma, NVQ3) in relevant subject area
2. Experience of delivering whole-person support to students including signposting to support services and organisations desirable (F)
3. Experience of funding regulations with regard to classroom and workplace delivery desirable (F)
4. Experience of working in data management and data collection (F)
5. Experience of using a student records system (F)

Skills and Abilities

1. Good attention to detail (F,I,A)
2. Ability to process data for reporting to managers and colleagues (F,I,A)
3. To be a self-starter, able to work on own initiative and use own judgement to problem solve (F,I)
4. Excellent verbal and written communication skills, especially the ability to communicate well to customers (F,I,A)
5. The ability to work as part of and between teams. (F,I,A)
6. Excellent organisation and planning skills (F,I,A)
7. Ability to prioritise work load and meet strict deadlines whilst working under pressure (F,I,A)
8. Excellent IT skills including Microsoft Office (F,I,A)
9. Ability to demonstrate knowledge and commitment to Equality and Diversity and how this has been applied in previous roles (F,I)
10. A knowledge and understanding of the Health and Safety as applicable to this role (F,I)
11. A knowledge and understanding of the requirements of safeguarding children and vulnerable adults in the education sector as applicable to this role (F,I)
12. To have a flexible and can-do approach to work, including the need to travel between sites and occasional evening / weekend work (F)
13. A commitment to own and others professional development (F,I)

F – Tested by CV and supporting statement

A – Tested through assessment

I – Tested through interview

This job description will be kept under review and may be amended from time to time, following consultation with the post-holder, to reflect changing organisational needs.