

Capital City College Training
Job Description and Person Specification

Post:	GLA/ESFA Administrator
Contract:	GLA/ESFA
Hours:	35
Base:	Victoria
Reporting to:	Team Leader
Responsible for:	The administrative support for contracts inclusive of AEB, GLA, ESF and Apprenticeships
Salary:	£27,178 per annum

Key Purpose

To work within the admin team preparing for audits by commissioners carrying out compliance checks, checking records details and quality controlling the process, inputting records on to upload systems to the GLA file cloud data base and other data base/excel systems as required. General office administration tasks; filing, answering the phone, photo copying/scanning, answering queries from delivery teams. As required, contact partners, opportunity providers and participants on programme to obtain information concerning programme delivery.

Job Summary

1. Maintain computer and manual record systems in accordance with GLA/ESFA/AEB guidelines and procedures including the creation and use of Excel spreadsheets
2. Answer the telephone taking details from potential partners and self-referrals into the programme on behalf of the team
3. Order stationery and other supplies as required by the team
4. Contribute to the administration of training activities including booking rooms/venues and participants.

5. Under the direction of the Head of Project Data and Admin support team colleagues in routine tracking and follow up of participants.
6. Undertake general administrative duties e.g., photocopying, scanning & shredding and supporting the curriculum team in prepping resources for classes.
7. Actively promote equality and diversity, recognise, and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practice
8. Any other duties appropriate to the level of the post

This role is linked to key outcomes against GLA/ESFA funding streams and therefore will have set targets to meet business needs and existing contracts. These targets will be agreed and reviewed monthly

Person Specification

Qualifications

Five GCSEs A-C (or equivalent level 2 qualification), including English and Maths - Essential

NVQ 3/or equivalent in Office Administration/IT/Similar - Desirable

Key skills

- Effective communication skills, both spoken and written
- Good standard of mathematics, specifically percentages and spreadsheet number-based work
- IT skills in word processing and data base inputting on to upload systems from paper based and coded templates to claim GLA/ESF funding, must have an eye for detail (Data Base user training given)
- Ability to create and use Excel at an Advanced level – an eye for detail and accuracy essential
- Able to work to deadlines under pressure

- Reliable and flexible with occasional site visits to other delivery centres/college campuses.

Expectations of the Post Holder

- Demonstrate model behaviours that, always, are consistent with an open, inclusive and participative style
- Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development
- Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College
- Abide by the College's data protection policy
- Actively participate in the appraisal scheme
- Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety
- Carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people
- Work within the College values

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder to reflect changes in the job or the organisation.