

Business Administrator
Adult and Community Learning
Full time role – 37 hours per week
VBSS21.73

1. The Appointment

This role will be supporting the Adult and Community Learning team with all aspects of office administration. You will have recent, relevant practical experience combined with excellent organisational, administrative and secretarial skills. You will have a working knowledge of office technology packages, including word processing applications, databases and spread sheets. Ideally, you will be qualified in Business Administration to Level 3.

You will have excellent interpersonal and communication skills as you will often be the first line of contact for both internal and external enquires. You will also be required to work with the central curriculum administration team. You should be flexible and adaptable, be able to work under pressure to tight deadlines and maintain accuracy and quality of outcomes at all times. You will be required to work alongside the team and on your own initiative as required.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets.

You will be expected to embrace and embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To provide clerical and administrative support to the team to a high standard of accuracy and presentation, to include general correspondence and reports, whilst undertaking efficient execution of general office duties.
- b) Handle learner enquiries via telephone and face-to-face, and accurately administer bookings for all courses.
- c) Process course paperwork to allow timely enrolment and achievement of learners.
- d) Produce letters, memos, mail merge documents, reports and other correspondence using a range of office technology packages, to a high standard of accuracy and presentation.
- e) Timetable courses and set up registers on ProSolution, input data.

- f) To maintain all associated documentation, files and records and make available for inspection or audit if requested to do so.
- g) Take learner payments over the telephone and face-to-face when necessary.
- h) Compile and order all stationery requirements for the team.
- i) Liaise with tutors to ensure that tutor packs are prepared and resources are ordered prior to the course start date.
- j) Maintain the purchase order facility for the team using the appropriate software, ensuring that goods are purchased appropriately and invoices processed timely.
- k) To liaise with external awarding bodies to ensure the accurate submission of learner/project data.
- l) To liaise with cross college functions to support Directorate activity.
- m) To arrange and service team meetings, organise diaries, distributing agenda, take notes and prepare minutes for the team meetings and if required cover the Directorate meetings.
- n) To book additional accommodation/facilities/activities as directed by team.
- o) To ensure bookings and documentation for learner visits are fully completed and in line with relevant College procedures. Maintain auditable records of visit provision.
- p) Support the team's risk assessment process.
- q) Prepare and issue tutor contracts and process pay claims.
- r) Promote the adult provision via a variety of methods.
- s) To liaise with internal and external customers and agencies as necessary including sub-contractors and partnerships.
- t) To maintain strict confidentiality and discretion at all times.
- u) Work as part of a team as well as work independently.
- v) Attend team meetings either face to face or via Microsoft Teams.

2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- b) To apply the College's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Level 2 qualification in Business Administration or recent relevant experience.	✓	
Level 3 qualification in Business Administration		✓
Maths to at least level 2	✓	
English to at least level 2	✓	
IT to level 2	✓	
Experience		
Recent relevant experience of working as a Business Administrator (evidenced).	✓	
Maintaining accurate and current databases	✓	
Collate and present accurate and current data	✓	
Taking accurate notes at meetings and compiling minutes	✓	
Use of Microsoft office, including Word, Excel and Access	✓	
Skills /Knowledge		
Excellent knowledge of office technology packages	✓	
Excellent interpersonal and communication skills	✓	
Excellent organisational, administrative, planning and secretarial skills	✓	
Knowledge of financial procedures and regulations	✓	
An ability to maintain strict confidentiality and discretion at all times	✓	
The ability to work under pressure and to tight deadlines	✓	
To ability to work independently, without close supervision using own initiative as required	✓	
The ability to plan and prioritise work	✓	
Able to articulate clearly and objectively both verbally and in writing at all levels	✓	
Qualities/Approach linked to college values		
Maintain accuracy and attention to detail in all tasks	✓	
Accountable	✓	
Flexible and responsive with 'can do' approach	✓	
Calm in a crisis	✓	
Committed, loyal and reliable	✓	
Set high standards for self and others	✓	
Able to be assertive when necessary	✓	
Ability to keep to deadlines	✓	

4. Position within the College

The post-holder will be within the adult and community learning team and report to the Manager: Adult and Community Learning.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services contract and is subject to those terms and conditions.
- b) The salary will be £17,900 per annum. This is a spot salary.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave annual leave (plus bank holidays)
- e) Other terms and conditions to be outlined in line with your contract of employment.
- f) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Sunday 3rd October 2021**.

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.

It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.