

Job Description

Post Title:	Adult Learning Administrator (peripatetic) – MET Living Ltd
Post Purpose:	Administration support to Adult Learning (peripatetic)
Reporting to:	Adult Learning Manager – MET Living Ltd
Responsible for:	All administration and other support functions relating to matters in Adult Learning in each MET Living location as required
Liaising with:	Adult Learning Manager
Working time:	16 hours per week (Mon 9am to 2pm, Tues 6pm to 8:30pm, Wed 9am to 1pm and 6:30pm to 8:30pm, Thurs 6pm to 8:30pm, plus 4 Saturdays per year)
Salary/Grade:	Scale 4 point 18
Disclosure Level:	Full DBS

Main Purpose

This role will be predominantly based at IVC but will require the job holder to also work from WVC or other Trust learning centres as required.

Provide administration functions for Adult Learning and Adult Learning Manager

Act as evening receptionist when required and occasionally support weekend learning courses

This role will require the job holder to be First Aid trained

Duties

- Perform general office duties – letters, memos, filing, photocopying
- Communication with learners – letters, emails and telephone calls
- Deal and take learners bookings for courses – emails, telephones and posted.
- Perform required financial procedures
- Maintain administrative systems
- Deal with queries/enquiries regarding adult courses
- Administrate timely completion of enrolment forms, registers, amendment forms
- Data maintenance –record all learners details

- Update and maintain learners email details
- Assist with distribution of course brochures/flyers
- Maintaining information on Cambridgeshire.net and college website
- Manning reception in the evenings for Adult Learning classes
- Responsible for all course information sheets – assist tutors with timely completion
- Ensure that all paperwork for courses is completed
- Responsible for all ensuring all enrolment forms are scanned and sent securely by email to Cambridgeshire County Council
- Other duties at the responsible request of the Adult Learning Manager
- Ensure stocks and supplies are ordered as necessary for general Office supplies

Person/Skills Specification

	Essential	Desirable
	<i>Education and Training</i>	
1	Administration and clerical	

	<i>Relevant Experience:</i>	
1	Strong administrative and interpersonal skills.	Experience of working within an educational environment
2	Excellent IT Skills	
3	First Aid trained or willing to undertake First Aid training	
	<i>Personal Skills and Attributes</i>	
1	Excellent organisational skills with the ability to multi-task, plan, organise and prioritise a heavy workload	
2	Ability to work independently, proactively and complete tasks with the minimum of supervision	
3	Professional approach, with the ability to work with sensitive and confidential information.	
4	Excellent interpersonal skills with the ability to communicate effectively with staff at all levels, pupils, parents and external contacts	
5	Ability to work calmly under pressure often to tight deadlines	
6	Commitment to providing high standard of service to learners	

	and tutors	
7	Driving licence and own car	
	<i>Problem Solving and Decision Making:</i>	
1	Skills and confidence to make considered decisions and give advice with the support of the Adult Learning Manager	