

JOB DESCRIPTION

Post: Adult Education Admin Officer – Community Learning

Grade: Scale point 4 - 6

Responsible to: Adult Education Business Manager and Assistant Principal
CEBD

Principal Responsibilities/Duties:

1. Working with the Adult Education Manager and other members of the Adult Education team to ensure the smooth running of the department.
2. Support with the organisation of new courses including booking venues and tutors, setting up paperwork and registers.
3. To maintain the required tracking of sub contracted learners
4. To ensure all learners paperwork is fully completed and stored appropriately
5. To chase missing paperwork and completed work and track accordingly
6. To respond to email and phone enquiries
7. Carrying out initial provider interviews on the phone if required
8. Dealing with telephone and email enquiries and office enquiries from students, tutors and members of the public.
9. Ensuring registers and class records are kept accurately.
10. Ensuring funding evidence is in place and student records are audit compliant.
11. Ensure referral partners are kept up to date of learner attendance and achievement.
12. Liaising with CIS to ensure Pro-Solution data management systems are up to date with all learner information and learners are withdrawn in a timely manner.
13. To ensure learners are registered with exams at the appropriate time.



14. To submit enrolment and achievement paperwork to sub-contractors and maintain records of submissions
15. To liaise with the exam office as necessary.
16. Ongoing communication with students and tutors as necessary.
17. General office and reception support for the department.
18. To develop new administrative systems as required.
19. To attend meetings as required.
20. To take a positive and energetic role in the development and promotion of Itchen College ACET activities.
21. To assist in marketing and the production of promotion and publicity material.
22. To support with adult education in the absence of the adult education administrator.
23. Secretarial Support/clerical duties as required.
24. Any other duties within the purview of the post as reasonably directed by the Principalship.