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**JOB DESCRIPTION**

**Job title: Learning and Reviews Administrator**

**Reporting to: Senior Learning/Reviews Administrator**

**Hours:** **25 hrs per week, term time only**

**Salary:** **Full time salary £23,973 Pro-rata: £13,633 (0.5687 contract).**

**Closing date:**  **Friday 25 April 2025 at 5 pm**

**Job purpose:**

As a national College which supports young people from across the UK, it is essential that we maintain a strong relationship with our funding authorities and meet their need for timely and accurate reports.

The primary purpose of this role is to support the Senior Learning Administrator and Senior Reviews Administrator with managing the day to day running of each area. The post holder work between both learning administration and reviews administration in order to be able to manage the changing demand of the administrative burden for each area.

To undertake pre and post meeting administrative tasks including setting and distribution of agendas, minute taking and distribution of minutes and actions. Supporting teaching staff with ordering of stationary and other day to day administrative tasks. To support with administrative tasks associated with Teaching Observation cycle and student intervention meetings.

To support with monitoring a smooth and efficient Education Health and Care Plan (EHCP) or Individual Development Plan (IDP) review process for all students.

**Main duties and responsibilities:**

Support the Senior Learning/Reviews Administrators with:

* day to day function and provision of the administrative requirements of the learning directorate
* pre and post meeting administrative support including distribution of agenda and minutes
* ordering of stationary/resources on behalf of the learning directorate
* administrative processes associated with a range of learning activities throughout the year, including (but not limited to) student interventions, teaching observations
* the coordination of diaries/appointments for Learning Directors/Heads of Studies
* liaising with Directors of Learning and Curriculum and Teachers in Charge to ensure timetable/delivery meets student entitlement and EHCP/IDP needs
* the coordination of a timetable of reviews (when required and agreed by Senior Reviews/Learning Administrator) throughout the year ensuring that stakeholder deadlines are met and in line with SEND Code of Practice
* communication to local authorities (LAs) / parents and other stakeholders in relation to short reports, student reviews, EHCPs/IDPs
* the production and distribution of accurate and comprehensive review reports, high needs forms and other paperwork required by funding authorities (when required)
* liaising with the Admissions team in relation to any emerging issues such as reportable disciplinaries, student ill health or requests for an extension to programme
* liaising with other teams across the College to ensure timely responses are provided to all queries, whether internal or external
* the efficient running of all aspects of the Learning Directorate which may involve occasional work outside normal office hours
* attending and contributing to relevant meetings and working groups, both within the College and externally.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

RNC is an equal opportunities employer welcoming applications from all sections of the community. We are committed to safeguarding and all successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Eligibility to work in the UK is required.

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**PERSON SPECIFICATION –** Learning and Reviews Administrator

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required document. Consideration will be given to candidates who may not hold all of the essential requirements but who can demonstrate equivalent and relevant experience.

| **Attributes** | **Essential** | **Desirable**  |
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| Experience | * Relevant experience in administrative procedures and systems
 | * A track record of assisting a range of projects and events
* Working in an education environment.
* Experience of the management of resources
* Experience of managing multiple tasks
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| Knowledge/skills | * Excellent organisational and effective communication skills at all levels, both verbally and written
* good IT user/computer skills
* Awareness of health & safety practices and guidelines
 | * Excellent customer orientated interpersonal skills
* Excellent electronic filing and data organisation skills
* Understanding of the College environment
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| Qualifications and training | * Level 2 Literacy and Numeracy / English and Maths
 | * Business Administration level 2 (or willing to work towards)
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| Aptitudes and abilities | * Excellent attention to detail with ability to handle multiple tasks and provide completion on each
* Ability to manage time effectively and work to regular timetable of demand
* To use initiative and be highly flexible/adaptable
 | * Be able to take and organise the distribution of minutes within agreed timescales
* To prioritise and make decisions
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| Disposition, attitude and motivation | * Understanding of safeguarding for our students and a commitment to safe practice
* Commitment to equality and diversity and its active promotion
 | * Methodical and accurate
* Disciplined and conscientious employee who recognises flaws in existing process and identifies improvement
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| Additional/other | * Enhanced DBS (Disclosure & Barring Service) disclosure required prior to appointment being confirmed
* Eligibility to work in the UK
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