

## JOB DESCRIPTION/PERSON

### SPECIFICATION

<b>Job Title:</b>	Distance Learning Administrator
<b>Responsible to:</b>	Senior Distance Learning Co-ordinator
<b>Responsible for:</b>	N/A

<b>1.</b>	<b>Job Purpose:</b>
1.1	<p>To work as part of a cross Group team of curriculum and quality administrators providing responsive administrative support for Distance Learning programme areas, ensuring that both learner and staff needs are met and that all work is carried out in accordance with agreed college administrative procedures and quality standards.</p> <p>Provide a high quality support service to both internal and external clients to meet agreed service standards.</p>

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	Work flexibly as part of the Distance Learning Team, contributing to the delivery of efficient administrative processes, systems and procedures, in order to ensure that a high quality administrative support service is provided to staff.
2.2	Carry out data management and quality related activities in accordance with the Group's administrative processes and audit requirements to preserve the integrity, validity and accuracy of the learner and staff record.
2.3	Provide support to the Business and Curriculum Manager and Distance Learning Co-ordinator to enable them to focus on their operational objectives.
2.4	Provide support to the Business and Curriculum Manager and Distance Learning Co-ordinator in the retrieval and collation of reports and information for analysis.
2.5	To support the Distance Learning Co-ordinator in the validation of Student Records data.
2.6	To support the administration of the Curriculum Area, including a range of tasks specific to each individual Curriculum Area.

2.7	Organise and attend meetings, as agreed with the Distance Learning Co-ordinator, liaising with appropriate parties to provide a responsive and professional service.
2.8	Provide excellent customer service to internal and external clients.
2.9	Act as an ambassador for the Group, contributing towards the organising of appropriate functions including parents' evenings, awards evenings, open days and other promotional events as required.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Filing, recording and tracking systems for a range of curriculum area processes, systems and activities.
3.2	Contribute towards the efficient administration of learner attendance systems and ensure timely follow up of learner absence.
3.3	Deal with the timely retrieval and distribution of incoming and outgoing mail within the curriculum area.
3.4	Liaise with other cross Group functions such as the Quality Hub, Learner Services, Finance, Payroll, HR, Student Records, Estates and Marketing and Communications to co-ordinate effective and timely internal information flows.
3.5	Produce learner related quality reports as required.
3.6	Provide cover for the production of agendas and papers other boards and committees as required.
3.7	Provide essential administrative cover in other curriculum areas in the case of staff absence.
3.8	To provide reception cover as and when necessary.
3.9	Promote the Group's Learner First ethos, ensuring that the learner experience is uppermost in policy and decision making.
3.10	To contribute towards the positive promotion and role modelling of the Institute Group Core Values and Acceptable Standards for Learners.
3.11	Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>Group Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

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## **Note**

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

*Please see following page for Person Specification*

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	Level 2 in a Business Administration related qualification	E	
	Literacy and Numeracy skills to at least Level 2	E	
<b>Specialist Knowledge</b>	Up to date knowledge of ICT systems and packages	E	
<b>Experience</b>	Proven track record of administrative support	E	
<b>Skills and Attributes</b>	Ability to provide timely and accurate information	E	
	Ability to analyse and assimilate information quickly	E	
	Write and provide succinct reports	E	
	Possess excellent customer service skills.	E	
	Ability to liaise effectively with staff, learners and external agencies as required.	E	
	Ability to work effectively as a member of a team.	E	
	Ability to multi-task effectively.	E	
	Prepared to work flexibly according to the needs of the service.	E	
Respects confidential nature of work and maintains absolute confidentiality.	E		
<b>Other</b>	DBS check carried out on appointment	E	

Qualities identified and determined by:

*E = Essential*

*D = Desirable*