



Role Specification

Position:	Administration Assistant (PT)
Reports to:	Quality Manager
Key Relationships:	Learning Curve Administrator and staff, Building Bridges Staff, Princes Trust Team Staff
Annual Leave:	28 days inclusive of statutory bank holidays (<i>holidays to be taken outside of term time</i>)
Place of Work:	Melksham - also required to work at other sites as directed
Salary Band:	£8.71 per hour

This role is subject to an enhanced DBS check with a 6-month probationary period.

Overview

This role is a temporary fixed term position until October 31st 2019 to support The Learning Curve to relocate business premises.

Day to day tasks will include:

- **Supporting the Directors, ICT Manager, Quality Manager and ETFG Facilities Lead with relocation tasks, including relocation and/or clearing of existing resources and assets**
- **Archiving of learner records.**

Key Objectives

1. Ensure administrative support to facilitate a smooth transition to new Business premises
2. Archive Learner Records in compliance with ESFA Audit, Awarding Body and GDPR requirements.

Responsibilities

Administration:

- Archive learner records in line with required processes and procedures
- Identify existing resources and assets
- Arrange collection and /or relocation of resources/assets surplus to requirements.
- Facilitate property viewings as requested by Directors
- Arrange secure disposal of confidential data and learner records.
- Undertake any other Administrative duties relevant to relocation of premises as required by Directors and Quality Manager.
- Support the wider Learning Curve staffing team with customer service support

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General Responsibilities:

- Awareness and compliance with all policies, regulations, systems and procedures including Safeguarding/Prevent, Information Security, Health and Safety, Equality and Diversity, Quality and Staff Appraisal.
- Contribution to the wider work and development of The Learning Curve
- Adherence to the highest professional standards at all times in line with the organisations values
- Maintenance of effective and positive working relationships with colleagues, partner and external organisations.
- Attendance at meetings as required
- Any other duties which may reasonably be required within the scope and level of the post

Health & Safety - The post holder will:

- Work with due regard to health and safety to themselves and others and will abide by The Learning Curve's Health & Safety Policy
- Support the Health & Safety Officer in the identification of potential health & safety risks to ensure that they are rectified appropriately and efficiently

Confidentiality - The post holder will:

- Comply fully with the organisation's confidentiality policy
- Surrender immediately on the termination of employment or volunteering all documents containing confidential information concerning the organisation or other service users, partners or staff.

Safeguarding - The post holder will:

- Ensure the working environment is safe and secure for all by adherence to the 5 R's in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Learning Curve can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

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Person Specification	Essential	Desirable
Qualifications		
Level 2 Business & Administration (inc. AAT) or equivalent		✓
Literacy/Numeracy level 2 or equivalent	✓	
Health & Safety level 2		✓
Skills & Experience		
Working knowledge of Microsoft Office and ICT systems	✓	
Knowledge of Archiving and Audit systems		✓
Experience of creating and maintaining administration systems		✓
Experience of working to company policies	✓	
Experience of using common office equipment	✓	
Ability to maintain accurate records	✓	
Ability to meet legal requirements, with a current understanding of data protection, freedom of information and other legislative requirements		✓
Good written communication and range of vocabulary	✓	
Personal & Work related attributes		
Demonstrate positive attitude	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate an good level of written and spoken English	✓	
Work calmly under pressure	✓	
Work effectively as part of a team	✓	
Work under own initiative and able to take instruction	✓	
Committed to equality of opportunity	✓	

Role information

This role is subject to an enhanced DBS check.

Annual Leave	28 days inclusive of statutory bank holidays
Place of Work	Melksham but also required to work at other sites as directed
Hours	21 hrs per week that can be worked flexibly
Shift Pattern	Working pattern to be agreed with management team on a monthly basis
Salary Band	£8.71 per hour