

## Job Description & Person Specification

<b>Post Title: Administrative Assistant Funding</b>	<b>Grade: BR6</b>
<b>Department: Children, Education and Families</b>	<b>Division/Section: Adult Education Service</b>
<b>Post No: 18718</b>	<b>Reports to: Head of Kentwood Centre</b>

### MAIN PURPOSE:

To provide administrative support to the college management team to enable the efficient operation of the external funding systems of the Adult Education Service on behalf of Bromley Council

### SUMMARY OF RESPONSIBILITIES AND DUTIES

1. To monitor the start of new courses and to liaise with colleagues to ensure that online registers are ready for tutors.
2. To assist with recording and maintaining registers of attendance withdrawing learners if they have not attended for a specified time. Liaise with tutors to resolve attendance queries.
3. To ensure that learner records including all required ILR, are fully and accurately captured, amending database records as appropriate
4. To take responsibility for queries in respect of Unique Learner Numbers (ULN) including batching, duplicates and inputting data as appropriate in the Learner Record Service (LRS)
5. To be responsible for data security and managing data to ensure accuracy, currency and providing progress reports to the Head of Centre.
6. To monitor and correct MIS learner ID duplicates
7. To liaise with managers, tutors and learners concerning missing, inaccurate or incomplete data records and registers
8. To track completed registers and achievement for all funding streams and and to liaise with management and tutors regarding completion of missing achievement data. To monitor and record achievement for non-qualification courses
9. To be responsible for maintaining an accurate filing system for all paperwork, including annual archiving
10. To investigate and resolve MIS errors/warnings.
11. To monitor fee remission eligibility of learners
12. To input residency evidence and relevant markers on the MIS and investigate residency queries
13. To investigate unenrolled course attendees, including those transferring to other courses

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14. To supervise and work as part of a team with responsibility for the input of data and the resolution of errors and queries on the data returns to funding agencies to ensure that these returns are error free.
15. To supervise staff undertaking funding administration duties, ensuring accurate data capture and providing ongoing training, development and support as required.
16. To provide extra assistance to management when required to meet funding return deadlines.
17. To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section.

### **CONTACTS AND RELATIONSHIPS:**

Tutors – seeking and providing information  
Learners – seeking information  
Other staff – seeking and providing information

### **MANAGEMENT AND LEADERSHIP:**

Supervision of work undertaken by BR5 Admin staff in relation to data capture, input and dealing with errors.

### **EQUALITIES:**

Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

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### SKILLS & ABILITIES

Organisational skills to manage a heavy workload involving conflicting and/or changing deadlines  
The ability to analyse and interpret data  
The ability to maintain the highest standards of accuracy whilst completing routine tasks  
The ability to identify potential problems, prioritise workflow and recommend appropriate action  
Excellent IT skills  
Good verbal and written communication skills  
A consistent, organised and flexible approach to working  
The ability to work effectively as part of a team

### KNOWLEDGE

Knowledge of word processing, spreadsheet, database systems, internet and email.  
Knowledge of a management information system  
Good understanding of data protection legislation  
Knowledge of funding systems in adult learning or willingness to learn

### EXPERIENCE

Experience of working in an administrative role.

### QUALIFICATIONS

GCSE grade C/level 4 or equivalent in English and Mathematics

### SPECIAL REQUIREMENTS

Although based at the Kentwood Centre, occasional travel to other College sites or to satellite teaching centres may be required  
Occasional flexible day, evening and Saturday work in order to meet key funding deadlines may be required