

# **Team Administrator, Community Learning (Fixed Term Contract, Term Time Only)**

Job Reference: CYPL/17/47773  
Closing date: 20 November 2017  
Interview date: 5 December 2017



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# Applying For This Vacancy

Please read the information in this document before you complete your application form.

**You will need to make clear in your application form:**

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<http://www.bracknell-forest.gov.uk/tipsforonlinejobapplications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

## Any problems?

If you have any queries about your application, please contact the recruitment team at [job.enquiries@bracknell-forest.gov.uk](mailto:job.enquiries@bracknell-forest.gov.uk)

If you experience any technical issues with your application, please contact the Jobsgopublic support team at [support@jobsgopublic.com](mailto:support@jobsgopublic.com) or call 0207 427 8250

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.

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# Job Description

Department: <b>Children Young People and Learning (Learning and Achievement)</b>	Section: Community Learning
Post Number:	Location: Bracknell Open Learning Centre
Job Title: Team Administrator, Community Learning (CL) and Open Learning Centre (OLC)	Grade/Salary Range: BG-I

## JOB PURPOSE

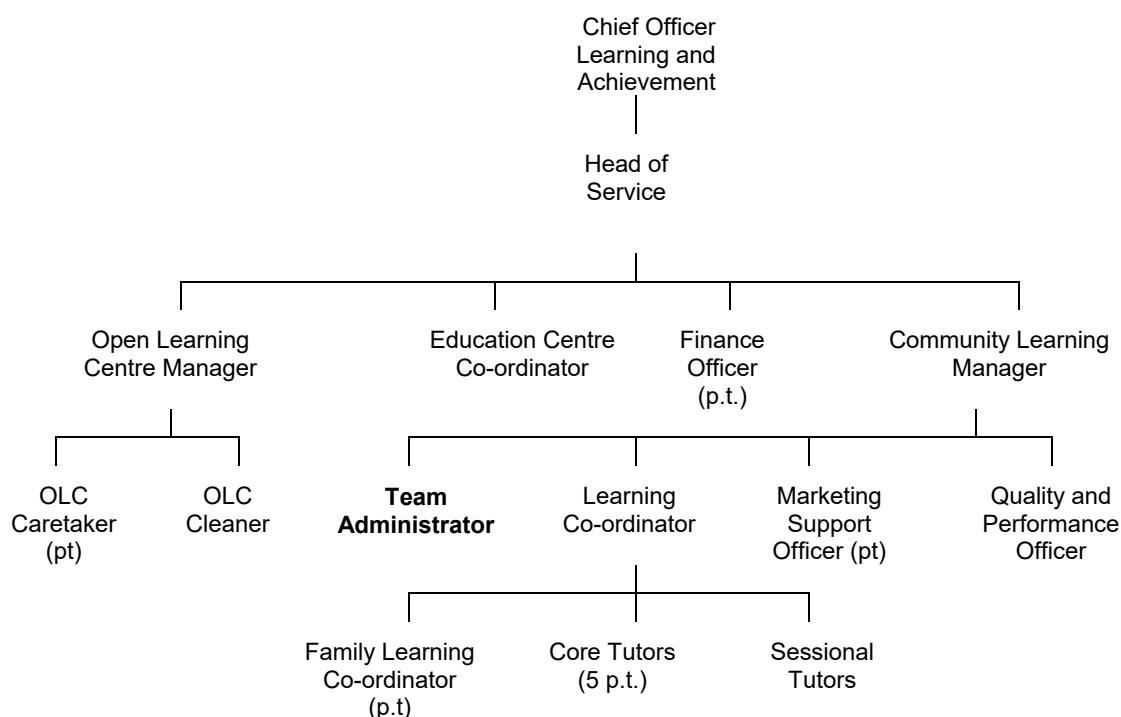
Contributes to the smooth running of the Open Learning Centre and the Community Learning Team by providing Front-of-House services and administrative support.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Community Learning is part of the Learning and Achievement Branch of Children, Young People and Learning.

The Community Learning and OLC Team Administrator is a member of the Community Learning Team and reports to the Community Learning Manager but in matters relating to the operation of the Open Learning Centre, the post-holder is responsible to the Open Learning Centre Manager. The post-holder also works closely with the Finance Officer.

### Organisational Chart



## MAIN DUTIES AND RESPONSIBILITIES

1. Assists visitors and telephone and email enquirers, taking bookings for rooms and courses, sending out confirmations and providing first-line information and advice, referring enquiries as appropriate.
2. Draws up staffing rotas and is responsible to the Centre Manager for the security of the Centre and safety of users including occasionally opening up or locking the Centre and, in the event of fire or other serious incident, assisting with the evacuation of the premises.
3. Assists in day-to-day running of the Centre, including undertaking surveys of users, maintaining attractive displays in public areas and meeting rooms and preparing training rooms for use, ensuring appropriate layout and availability of resources, including refreshments as required.
4. Provides day-to-day administrative support for the Community Learning team including:
  - a. entering information about courses and learners on to the LearnerTrack management information system;
  - b. producing course documentation such as registers and enrolment forms, handouts and evaluation forms;
  - c. supporting tutors in the production of learning materials
  - d. liaising with volunteers and other stakeholders.
5. Assists with HR and payroll administration including:
  - a. issuing contracts to sessional tutors;
  - b. confirming the engagement of casual staff and maintaining records of hours worked;
  - c. preparing timesheets on a monthly basis for sessional tutors and other hourly paid staff.
6. Assists with financial administration including
  - a. requisitioning and receipting goods and services in the Agresso financial management system;
  - b. processing payments for Community Learning courses;
  - c. counting and banking cash and other payments;
  - d. administering tutor and other expenses.
7. Carries out all aspects of the role in accordance with Bracknell Forest equal opportunities, health and safety, safeguarding and other policies and core values.
8. Undertakes administrative and other duties that may be required from time-to-time compatible with the nature of the post.

*The above list of main duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

### **SCOPE OF JOB (Budgetary/Resource Control, Impact)**

The Open Learning Centre is self-funding and dependent on income from charges for room bookings and other services while the Community Learning programme is in part funded by income from course fees. The Team Administrator makes a vital contribution to the smooth and efficient operation of both, ensuring success through the sensitive and professional way in which s/he deals with learners and other users of the Centre.

During the late afternoon and when covering evening and weekend bookings and during holidays, the Team Administrator may be the only member of staff on duty and is responsible for the safety of users and the security of the Centre.

All employees working with children and young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

# Person Specification

<b>JOB TITLE:</b> Team and OLC Administrator	<b>SECTION:</b> Community Learning
<b>DEPARTMENT:</b> Children, Young People and Learning (Learning and Achievement)	<b>POST NUMBER:</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	<ul style="list-style-type: none"> <li>Educated to Level 2 (GCSE A-C, including Maths and English, or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to Level 3 (GCE A Level or equivalent)</li> <li>Food handling qualification</li> <li>Fire-warden training</li> <li>ECDL or equivalent</li> <li>Customer service or business administration qualification</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>Numerate – able to enter and manipulate data accurately and efficiently</li> <li>Computer literate – confident user of computer hardware for presentations; able to use standard MS Office applications, especially MS Excel and Powerpoint and Agresso financial management system (FMS) and data base systems accurately and efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of employment in a customer-facing work environment, especially if involving conferencing or events</li> <li>Previous experience of administration role in local government or educational environment</li> </ul>
Work-related Personal Requirements	<ul style="list-style-type: none"> <li>Adaptable, willing to embrace change and with flexible attitudes to work; ability to remain calm under pressure</li> <li>High standards of public service: acts with integrity, effective advocate for customer service, quality conscious and valuing diversity;</li> <li>Good inter-personal skills: excellent face-to-face and telephone communication skills; good team-working skills;</li> <li>Good problem-solving skills: methodical and well organised, planning ahead, reflective/learning from experience, innovative.</li> <li>Self management skills: accurate, committed, taking responsibility for work, timeliness.</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>The post-holder will work as part of a job-share arrangement, covering evening and some weekend work as part of a rota.</li> <li>The post is part of the Bracknell Forest Council flexi-time scheme.</li> </ul>	.

## About the Department

The following link takes you to more information about our Department  
[www.bracknell-forest.gov.uk/childrenyoungpeopleandlearning](http://www.bracknell-forest.gov.uk/childrenyoungpeopleandlearning)

## Work Style / Parking

This position is office-based. The section is located in an open plan office in Bracknell town centre.

There is very restricted parking at our town centre offices (Easthampstead House and Time Square). We are occasionally able to acquire additional car parking at other public town centre car parks. If you would like a car parking space we will place you on a waiting list when you start your employment with us. Please note there will be a charge for parking which will then depend on your salary and working hours. To find out more information about parking charges at Bracknell Forest Council visit <http://www.bracknell-forest.gov.uk/scale-of-car-parking-charges-in-town-centre-locations.pdf>

You can find out more about Town Centre car parks in Bracknell at  
<https://www.bracknell-forest.gov.uk/roads-parking-and-transport/parking/bracknell-town-centre-parking>

Alternatively, the bus and train stations are nearby.

## Accommodation

This position is based at Bracknell Open Learning Centre

## Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

## Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

# Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a fixed term appointment, ending 31 August 2018, subject to one month's notice on either side.

Offers of appointment are subject to satisfactory references, medical clearance and a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

## Salary

The salary will be within the local Bracknell Grade BG-I. The grade range is £17,772 - £21,268 (pro rata for part time (22.5 hours per week) and term time only); the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £585 per annum (22.5 hours per week) and term time only).

## Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

## Working Hours

Your normal working week is 22.5 hours per weeks worked term time only. You will be only be required to work during term time (38 weeks in total).

## Holidays

The postholder will only be required to work during term time (38 weeks) and will not be entitled to annual leave during term time but will be paid a sum in lieu of annual leave. Total paid weeks will be 43.1 per annum inclusive of pay in lieu of annual leave.

Annual holiday entitlement increases with length of service (5 extra days after 3 years continuous Local Government service), which equates to an extra 1 paid week for term time only staff.

## Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

# More About Applying

## References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.



For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc

## Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>



## Positive About People With A Disability

We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

## Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

## Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

## **What Happens Next To Your Application?**

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/applying-job/recruitment-process>