

Hours:	8.30am – 4.40pm
Type:	Permanent
Salary:	£18,360.00
Closing date applications	17 th September 2020

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a “real-life” hospitality and catering facilitate in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Duke of Edinburgh
- Equine Studies
- Floristry
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Labouring (CSCS)
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners' home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

Job Purpose:

Our Receptionist is employed at our Littlemoor House site in Eckington, they need to be able to:

- work on their own initiative;
- possess good organisational skills;
- be good communicators;
- have good ICT skills;
- be flexible and adaptable;
- be capable of managing a challenging workload, with good time management skills and an ability to deliver to deadlines;
- Individuals need to have an engaging disposition and show enthusiasm in their role.

Main Responsibilities:

Your responsibilities will include, but are not restricted to:

- Meet and greet external visitors to the College;
- Manage external telephone calls to the College and forward messages to staff as appropriate;
- Minute meetings when required;
- Provide administrative support to the HR and Finance department;
- Order and distribute stationery;
- To track all mandatory and none mandatory training, ensuring records are consistently updated on the MIS system.
- To maintain an accurate filing system for all staff on the MIS system.
- To ensure all safer recruitment information is collated for new employees prior to starting employment, including: application forms, invite to interviews, references, ID checks, health questionnaires.
- Participate in the staff appraisal and supervision process;
- Attend internal meetings, briefings and other forums as required;
- To process Expense Ledger payments on a 14 day rolling basis.
- To process Purchase Ledger invoices.
- To ensure bursary forms are completed and all items from the checklist are included.
- To input and track westfield health information.
- To process pension contributions.
- Carry out the duties and requirements of the post in compliance with Landmarks Equal Opportunities, Health & Safety, Child and Vulnerable Adult Protection and other policies and procedures.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	<p>Good standard of general education Inc. English and Maths (Level 2 or equivalent).</p> <p>Good communication skills, both verbal and written.</p>	<p>Relevant qualifications.</p>
Experience	<p>Experience of working successfully and co - operating as a member of a team.</p>	<p>Experience of undertaking a range of administrative tasks office experience.</p>
Skills	<p>To be able to manage a workload with competing priorities.</p> <p>Communicate effectively (both verbally and in writing) at all levels.</p> <p>Promote a positive working environment.</p> <p>Be able to work under pressure.</p> <p>Produce accurate work.</p> <p>Ability to work with minimal supervision and to act on own initiative.</p>	<p>Problem solving.</p>
Knowledge	<p>Have confident IT skills including Word, Excel, email and database programs.</p>	<p>Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.</p>
Personal Attributes	<p>Punctual.</p> <p>Approachable and empathetic.</p> <p>Organised and resourceful.</p> <p>Of smart appearance.</p>	<p>Creative and enthusiastic.</p>

When completing the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the criteria. If there are large numbers of applicants for the post, then all the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process.

In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday (pro rata – 52-week employees).

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks,

Job Description – HR and Finance Administrator



which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks, please contact a member of HR – 01246 433788.