

Reports to:	PA to Principal
Hours:	37.5 per week (52 weeks per year)
Type:	Permanent
Salary:	£18,360.00 per annum
Closing date applications	1st November 2020
Interview date	TBC

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 Description – Learner Data Administrator

Main Responsibilities

The position of **Administrator** has the following functions within the organisation;

- To provide full administrative support as directed by line manager.
- Provide administrative support to college committees and meetings as directed.
- Act as first point of contact for day to day enquiries in relation to Learner Data.
- Provide reports covering progress, attainment, retention, attendance and success as required.
- Maintain accurate records for ESFA and Lifelong Learning learners.
- Manage the Individual Learner Record (ILR) and ensure data is accurately entered against learner details.
- Support the PA to Principal and College senior leaders to ensure accurate ILR submissions are made and the QAR data reflects the high standards being achieved at the college.
- In conjunction with the curriculum team book and administer Person Centred Reviews (PCRs) for all learners.
- Minute PCRs as directed by line manager and ensure follow up actions are communicated well.

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	Level 2 Maths and English (willingness to work towards)	Relevant, recent training and development, working in a similar environment.
Experience	Experience of working in a busy office environment Taking minutes. Inputting data.	
Knowledge and Understanding	Ability to prepare clear, accurate and concise reports, charts and graphs. Computer literate with excellent working knowledge of Microsoft	Knowledge of the Individual Learning Record process.

	Office (including Word, Excel and Databases)	
Skills	<p>Ability to prioritise work effectively in order to meet changing demands.</p> <p>Ability to maintain effective, robust management systems Effective analytical and problem-solving skills.</p> <p>Ability to communicate clearly, concisely and effectively, both verbally and in writing with a wide range of service providers both internally and externally.</p> <p>Be self - motivated, proactive and able to use own initiative whilst working as part of a busy team.</p> <p>Have a flexible approach to work and ability to adapt to change.</p> <p>Possess a professional, confidential and supportive approach.</p>	

In return we will offer:

- Westfield Health Sheme 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, 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.

Job Description – Learner Data Administrator

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.