

Reports to:	Transitions Officer
Hours:	37.5 per week (52 weeks per year)
Type:	Permanent
Salary:	£20,000.00 - £23,000.00 per annum DoE
Closing date applications	27 th July 2022
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 everyone's needs. We aim to offer an educational programme that is fun, practical and relevant to each individual's goals and aspirations.

Landmarks operate from several sites within Derbyshire, our main site, Eckington and a farm site in Apperknowle. We also have several satellite provisions in Rotherham, Nottingham city Centre and a "real-life" hospitality and catering facilitate in Mansfield. This enables us to provide a range of vocational opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Digital Technology
- Duke of Edinburgh
- English
- Equine Studies
- Horticulture
- Hospitality & Catering
- ICT
- Independent Living Skills
- Independent Travel Training
- Mathematics
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites. Mileage and expenses are provided for travel during the working day. All our staff must undertake an enhanced DBS check and provide two satisfactory references. They should be prepared to undertake training and development and adhere to the principles, policies, and procedures of Landmarks always.

Main Responsibilities

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

- To provide full administrative support as directed by line manager.
- Provide full 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.
- 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.
- Liaise with external agencies in relation to learner reviews.
- Minute committee meetings as required

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.

An induction will be arranged soon after your employment begins.

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. Managing multiple deadlines	
Knowledge and Understanding	Ability to prepare clear, accurate and concise reports, charts and graphs. Computer literate with excellent working knowledge of Microsoft Office (including Word, Excel and Databases)	Knowledge of the Individual Learning Record process. Knowledge of EHCP process.
Skills	Ability to prioritise work effectively in order to meet changing demands. Ability to maintain effective, robust management systems Effective analytical and problem-solving skills. Ability to communicate clearly, concisely and	

<p>specialist</p> 	<p>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>	
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In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday – plus bank holidays (pro rata – 52-week employees) - addition of 1 extra day's holiday after your third anniversary, up to a maximum of 5 additional days.

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to an enhanced DBS check and two satisfactory references (you will be viable for the cost of a DBS if you leave within your probationary period).

Applicants should be prepared to undertake training and development and adhere to the principles, policies and procedures of Landmarks at all times.

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/HR@landmarks.ac.uk.