

# Job Description

## Job Title: Education Administrator

**Responsible to:** Education Officer

**Job Purpose:** *Responsible for efficient administration, assisting with the running of the Education Team including general office functions and dealing with student and volunteer queries and course work*

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| Key Accountabilities |
| Setting up folders, files, online tracking sheets, taking photographs and collecting & monitoring paperwork for all new students, and maintaining filing for all students  |
| Assisting with monitoring of student portfolios, inspection schedules, review schedules, assessment schedules and following up that correct paperwork is completed and copied/filed as required. |
| Deal with students, volunteers, colleges/schools and the general public on the telephone and in person, including being responsible for providing information, recording requests for careers events and arranging interviews. |
| Dealing with student coursework, tracking progress, chasing up late submissions, distributing work for marking, collating marked work and producing reports and statistics on progress. |
| Sending out reference requests and other paperwork for volunteers and monitoring the progress of documents and maintaining volunteer files |
| Assisting with the preparation and printing of documentation including information sheets, information packs, web-based information, or any other documentation needed. |
| Deal with students, volunteers, and other visitors including their safety, welfare and monitoring when on site, in a professional, courteous and friendly manner. |
| Managing certificates and completed student portfolios, updating records, contacting students to arrange collection / delivery of certificates/portfolios and recording this as required. |
| Managing uniform stores, packing of orders and checking payments and paperwork, checking deliveries and regular stock taking. |
| Assisting with paperwork required for inspections and new course creation. |
| Provide general administrative service as required. Responsible for the preparation and despatch of information to students, volunteers and the general public. |
| To ensure that Education office areas are kept clean and tidy, assisting with the cleaning of these areas as necessary. |
| Documenting and creating check sheets for all new administration processes. |
| Monitor/control stock required for the role, making sure stock is reordered as needed. |
| Maintaining filing systems and dealing with confidential information in line with GDPR and Safeguarding policies  |
| Undertake an Enhanced DBS check, along with, safeguarding and any other training as required for the role |
| Assisting with keeping the education areas clean and tidy as needed and assisting with set up and break down for any education events |
| Attending to other jobs, as required by the Education Officer. |
| Comply with all policies and procedures, including safeguarding and confidentiality requirements. |

**Tiggywinkles**

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