

Post Title	Administrative Assistant (Adult Learning)
Location	Craven College, Skipton (multi-site)
Rate of pay	Craven College Harmonised Pay Scale points 2-4 £23,903 - £24,747 per annum, pro rata to £11,951 - £12,373 per annum
Hours	18.5 hours per week
Responsible to	Head of Adult Education
Special Conditions	<p>This position is subject to a probationary period of 6 months, upon successful completion of which the position will become permanent.</p> <p>A full enhanced Disclosure check will be required via the Disclosure and Barring Service for this post.</p>
Closing Date	Sunday 5 October 2025
Interview Date	TBC
Post No.	B255

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To deliver a high-quality administration service to ensure the effective and efficient operation of the Adult learning department as directed by the Head of Adult Education.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To administer part time adult learning provision including facilitating planning of new courses, liaising with tutors and collating course descriptors;
- To administer part time adult courses, including ASF funded community provision and distance learning and enrolments.
- Support staff with course paperwork; facilitate all elements of courses from ordering resources, ensuring students and tutors have everything required to deliver and receive a quality teaching experience, support compliance and quality assurance of courses including ensuring ILPs, registers, evaluation forms are completed;
- Monitor attendance and engagement, reporting any concerns to relevant staff;
- To liaise with local community organisations, administering community delivery provision as required;
- To assess suitability of applicants to study part time courses and co-ordinate student interviews/initial assessments as determined by entry requirements;
- To liaise with MIS to ensure students are registered with Awarding Bodies and support with invigilation as required, in College Campus' and community settings;
- To provide full and current information and guidance to all customers and other contacts in a clear and professional manner, and promote the services and facilities of the College in a positive manner;
- To take minutes for meetings within the department.
- To process student enrolments using systems and procedures as directed by MIS
- To provide quality general administrative support, including word processing, spreadsheets, databases, photocopying, filing and record keeping as necessary for audit purposes;
- To organise day-to-day work activities in order to meet pre-determined deadlines;
- To participate in regular team meetings and personally contribute to the development and promotion of the College;
- To work safely adhering to the College's Health and Safety policy and procedures;

- You will be expected to be fully conversant with and implement the College's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To work flexibly and effectively as part of the team;
 - To participate in the College's Appraisal scheme and undergo further professional development in line with the needs of the College;
 - Any other duties commensurate with grade and status as may reasonably be requested.
-

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Minimum 4 GCSE 4-9 (A*-C) or equivalent including maths and English
- Experience of establishing and maintaining complex spreadsheets;
- Excellent written and verbal communication skills including exceptional customer service skills;
- Recent, relevant experience of providing a general administrative service;
- Excellent organisational skills with experience of planning, organising and prioritising work to meet pre-determined deadlines;
- Excellent attention to detail and the ability to work with accuracy and to a consistently high standard under pressure;
- Ability to assimilate and present full and accurate information in a clear and non-confrontational manner;
- Positive can-do attitude when faced with day to day challenges
- Ability to deal with personal information in a confidential and sensitive manner;
- Strong IT and digital skills;
- Ability to interpret and apply procedural and guidance notes and instructions;
- Experience of working on own initiative and as part of a team;
- Willingness and ability to work flexibly to meet the needs of the College.

DESIRABLE REQUIREMENTS

- Experience of working in an educational environment;
 - Knowledge and experience of Further Education Funding;
-