

# Capel Manor College

## Learning Support Administrator

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Learning Support Administrator (Maternity Cover)
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 4 point 15-18
<b>Responsible to</b>	Head of Student Services
<b>Location</b>	Gunnersbury Park
<b>Contract</b>	Full-time, Fixed-term

### Key Responsibilities:

The key responsibility of the Learning Support Administrator is to support the College's busy Learning Support team with the collation, recording, processing and reporting of learning support provision. The post-holder will be the main point of contact for all learning support enquiries and will work with a range of stakeholders including College staff, students, parents and careers and outside agencies such as Local Authorities to ensure that the College's Learning Support function operates effectively and students requiring additional learning support have their needs met.

### Responsibilities:

1. Take responsibility for the data entry and maintenance of Additional Learning Support records, ensuring accurate processing of documentation from students' previous education and compliance from staff.
2. Administer the costings, contracts, invoicing, and monitoring of High Needs Learners in coordination with Local Authorities, ensuring necessary forms are completed and agreements are obtained.
3. Support the administration of Education, Health and Care Plans (EHCPs), including arranging annual reviews, managing requests to have Capel Manor named in EHCPs, and identifying potential High Needs students.
4. Maintain and update records and spreadsheets for budget management, internal reporting, Individual Learner Records, and funding claims for both EFA and SFA funded learners.
5. Assist in generating accurate reports for funding agencies, local authorities, and quality assurance bodies, ensuring compliance and accurate data submission.
6. Support the team by helping to draft One Page Profiles and conducting student interviews as necessary.
7. Coordinate the administration for nursery and primary school visits, secondary school groups, and secondary school infills under the direction of the Foundation Learning Manager.
8. Provide comprehensive administrative support to the Student Services team, including managing correspondence, preparing reports, taking minutes, and producing promotional materials.
9. Assist with photocopying, word processing, filing, distributing mail, and circulating documents efficiently.
10. Record and monitor student discipline issues, ensuring accurate documentation and follow-up.
11. Assist with promoting courses and programmes to schools and external agencies, supporting recruitment efforts.

### General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## PERSON SPECIFICATION

### Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- NVQ2 or equivalent in Business Administration

### Experience

- Experience of working in an administrative environment
- Experience of working in an educational/training environment.
- Experience of ALS funding claims
- Experience of using Management Information Systems or similar
- Experience in liaising with partner agencies such as local authorities, schools or similar

### Skills, Abilities and Knowledge

- Understanding of students with Special Educational Needs
- Excellent administrative and organisation skills
- To work effectively as part of a team
- Skills in databases and spreadsheets
- Excellent IT skills
- Good interpersonal skills

### Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required