

Job Description:

Education Administrator

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| Function: | Sodexo Justice Services |
| Position:  | Education Administrator  |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Re Manager |
| Additional reporting line to: | Head of Learning, Skills & Employment |
| Position location: | HMP & YOI Bronzefield |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Ensure the smooth running of qualifications/assessments
* Provide general administration support across a number of Learning & Skills areas
* Actively recruit prisoners into job roles
* Capture all regime data by liaising with all departments within the prison
* Record prisoner progression achievements
* Produce weekly performance reports for the Senior Leadership Team
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * Allocate a maximum of 542 prisoners to appropriate Education and work placements
* Maintain an average Employment rate of 90%
* Collate, input and distribute purposeful activity reports targeted at 24 hours per prisoner per week
* Liaise regularly with other areas of the prison to ensure the needs of the prisoners are met
* Ensure all allocations and achievements are accurately captured on the Curious database
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Abide by strict deadlines and have extensive knowledge of the impact of these
* Ability to prioritise workload in terms of security, safety and risk
* Manage high turnover of prisoners
* Keep up to date with any Policy changes, CMS updates and PSI requirements
* Monitor ongoing Performance and liaise with line managers
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Education Administrator**As an Education Administrator, you will be responsible for allocating and capturing the attendance in educational programs Your role will involve capturing the qualifications and liaising with the awarding bodies as required. * Input all qualification data onto national databases
* Check prior learning via the Learner Record Service
* Deal with any Employment queries
* Monitor Employment percentages
* Produce statistical reports and monthly quality assurance checks regarding available employment
* Regularly meet with work areas to discuss progress and update procedures
* Improve the prisoner Employment/allocation Function: Induction process, weekly notices, collate information booklet, advertise vacancies on CMS, Notice Boards etc
* Authorise prisoner pay sheets
* Maintain all appropriate records and documentation
* Monitor and oversee all filing and ensure that record systems are kept up-to-date and stored securely
* Responsible for all administrative duties as required by the Manager, ensuring the function is run efficiently and cost effectively when performing work as required and planned
* Abide by the corporate strategic directions, Contract Delivery Indicators, MoJ/HMPPS service specifications and all appropriate Regulations and Health and Safety Policies
* Provide reports and a detailed analysis of the key performance targets
* Take departmental minutes when required
* Provide administrative support to the wider department covering staff absence
* To participate in training as required in order to keep up-to-date with all mandatory and refresher training
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Ensuring that the policies and practices of Allocations are carried out within the guidelines to maintain consistency and fairness
* All qualifications are captured on the required prison database systems
* Monitor CMS Scheduling and Applications and assist other areas in the set up/use of this function to reduce paper wastage and improve accountability
* Management information provided accurately and within specified deadlines in order to meet KPTs
* Work directly with different awarding bodies to ensure requirements are met
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential** * Experience working as an administrator
* Experience of working under pressure and to deadlines
* Able to manage and prioritise workloads
* Good use of Microsoft Word and Excel
* Attention to detail and accuracy
* Good written and verbal communication skills

**Desirable** * An understanding of the complexities of prison regime
* Understanding of the Custodial Management System or a willingness to learn
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Rigorous management of results
* Innovation and change
* Growth, Client and Customer Satisfaction, quality of services provided
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | Rob Mair |

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