

Job Description: Administrator

Function:	SODEXO JUSTICE SERVICES – HMP & YOI Peterborough
Position:	Maths and English Admin (MEA)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Paula Calder – Education Manager
Additional reporting line to:	Stephen Phillips – Deputy Head of Education, Skills and Work
Position location:	Education, Skills and Work

1. Purpose of the Job – State concisely the aim of the job.
<ul style="list-style-type: none"> To work with other members of the Learning & Skills Administration Team to enroll learners to education courses on behalf of the establishment. To support the Education Manager in ensuring that the prison is compliant with all regulations and awarding body requirements in order to ensure security and integrity of the process. To closely liaise with key stakeholders (external and internal) to ensure exams administrative processes are strictly followed and key deadlines met To act on behalf of, and be the main point of contact for the prison in matters relating to the full range of administration of awarding body examinations and assessments in English, Maths and ESOL

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- All Work effectively and efficiently with the Learning & Skills Manager and Education Manager to provide effective examination support and data collection
- Effectively manage all Awarding Body activities and ensure compliance
- Manage the daily qualification inputting onto the National Data system Curious
- To ensure all relevant policies and procedures, such as Security, Health and Safety are adhered to and take responsibility of the work area.
- Effectively claim certification
- Effective administration of a range of IT data collection systems
- Manage the daily accountability of portfolio submissions from teaching staff
- Chair and attend standardisation meetings
- Prepare and invigilate exams adhering to the examination boards specifications.
- Assist in any additional administrative work within normal work hours and out of normal work hours.
- Manage the day-to-day internal quality assurance activities reporting to the Education Manager
- Attend team meetings to evaluate progress and promote good practice and attend all staff meetings, which will include giving feedback on sessions and ideas for development of delivery and the Department generally.
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Undertake duties as required by the Director or Head of Learning, Skills & Employment or Education Manager that will contribute to the effective operation of HMP Peterborough.
- Support the department during both internal and external audits and inspections including HMIP and Ofsted.

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- You may be required to work in an alternative administration role time to time.
- You will be required to participate in staff rotation.
- Attend any training as and when required.

4. 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.

- Willingness to innovate and demonstrate self-motivation
- Participate in training as required in order to keep up to date with all mandatory and refresher training
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures

5. 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.

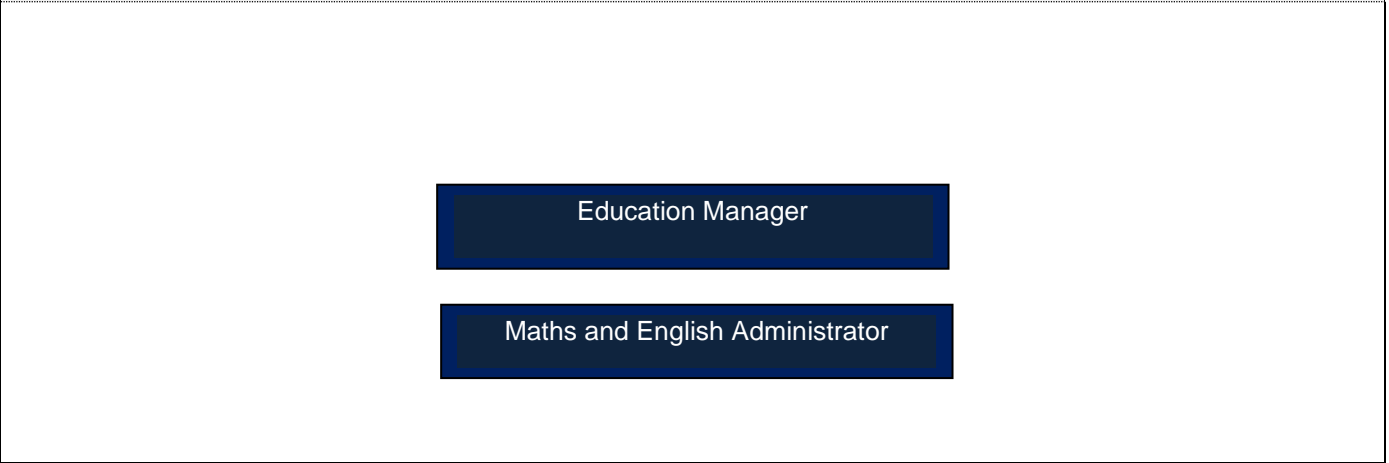
6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

Essential

- Computer literate with good knowledge of Microsoft Office, especially Excel
- To have an interest in the rehabilitation and resettlement of offenders.

- Reflective practitioner who seeks to constantly improve
- To have an ability to communicate effectively at all levels through different mediums, including spoken and written communication
- Experience of using Awarding Body systems
- High level of accuracy in data inputting and ability to concentrate in a busy office environment
- Be able to work quickly and accurately under pressure
- Be able to multitask and manage workload
- Experience of planning, scheduling and diary management
- Minute-taking skills Desirable
- Experience in a prison environment
- Understanding and experience of working with moderating procedures
- Understanding of the Learner Record Service and its applications

7. Organization chart – Indicate schematically the position of the job within the organization. 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.



Levels

	▪
--	---

Received:

Date:

Date:

Job holder

Immediate Manager