It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Partnership Administrator Faculty of Education
EHA1287-0919**

Responsible to: Partnership Development Operations Manager

Accountable to: Head of Partnership Development

The post is located within the Faculty of Education administrative support team. Although each member of the Education support team has specific duties, postholders are expected to adopt a flexible approach to the diverse demands made upon the Faculty's support staff and have a 'can do' attitude.

The postholder will provide a range of administrative support for the Partnership Development Team area taking responsibility for supporting a number of key administrative processes and procedures for the area. The postholder will have to ensure effective communication with team colleagues who may be based in a different location, whilst adopting a flexible approach to their work by assisting the Partnership Development Operations Manager to ensure that the administration for the area is undertaken efficiently and effectively.

Main Duties

1. Build up a secure knowledge of the allocation to trainees/students to placements and associated administrative procedures. This will involve liaison with Partnership Development Officers and taking responsibility for identified administrative tasks associated with the delivery of the Partnership Development Team activities.

2. Production of data for Setting Experience Review and Improvement Meetings (SERIMs) in line with timelines.

3. Work closely with the Partnership Development Operations Manager to ensure that Professional Practice and Work Based Learning arrangements are undertaken efficiently across all departments depending on priority as directed

4. Assisting with the accurate inputting of Professional Practice and Work Based Learning offers on to the appropriate database

5. Attending Professional Practice meetings as required in order to assist with the allocation of placements and ensuring that the appropriate database is up-to-date at all times;

6. Ensuring the Student Allocation Profiles are completed and where necessary liaise with students to collect up to date accurate information;

7. Dealing with queries (from trainees and schools/settings) about Professional Practice and Work Based Learning allocations to a resolution;

8. Contacting schools/settings as required in order to secure/confirm Professional Practice and Work Based Learning placements for trainees, specifically those suggested via the Student Allocation Profile information;

9. Identifying trainees who require additional assistance to attend professional practice, such as those at a distance, transport, Accommodation Assistance and submitting requests to the Faculty Finance Partnership Officer to gain approval to source accommodation/transport/additional funding

10. Production of DBS letters, ensuring that trainees are cleared prior to commencement of Professional Practice and Work Based Learning Placements.

11. Arrange trainee transport and accommodation for distance Professional Practice placements ensuring that high quality, cost effective services are secured and that information is clearly and timely communicated to trainees.

12. Arrange insurance for trainees placed overseas, e.g. Isle of Man, including the identification of any medical conditions of those travelling.

13. Assist with the evaluation process for Professional Practices. This will include setting up on-line evaluations and providing the results to Professional Practice Leaders.

14. Ensure an efficient flow of information to staff and trainees/students.

15. Informing schools and trainees of Professional Practice and Work Based Learning allocations in accordance with the Professional Practice/Work Based Learning timeline.

16. Attend allocation meetings, providing information with regards to the allocation of professional practices to assist with decision making.

17. Inputting placement data onto InPlace including professional practice offers, allocations of trainees, mentor information etc

18. General administrative support to include photocopying, word processing, use of Excel spreadsheets and databases.

19. Provide administrative support for any new developments that may arise as directed by the Partnership Development Operations Manager.

20. Providing administrative support to quality assurance reviews and processes, i.e. Ofsted Inspections/ audits within the area as required.

21. Assistance with the organisation of training courses for new and existing mentors.

22. Maintaining a customer-centred outlook at all times by demonstrating professionalism and excellent customer service in dealing with all customers of the Faculty.

23. Deal sensitively with enquiries from trainees, students, staff and members of the public.

24. Respond positively to changing circumstances that may lead to a mutually agreed re-definition of the role.

25. Support Edge Hill University's Equal Opportunities Policy.

26. Any other duties deemed appropriate by the Partnership Development Operations Manager and commensurate with the level of the post.

27. Provide assistance with whole university activities e.g. open days, enrolment.

In addition to the above duties all staff are required to:

1. Participate in Edge Hill's Performance Review scheme.

2. Ensure confidentiality of information is maintained in line with GDPR (2018) protection legislation and that all confidential information should be kept in confidence and not released to unauthorised persons

3. Comply with legislation and adhere to Edge Hill's policies and procedures and attend appropriate training as required, including Health and Safety.

4. Manage and enhance their own personal performance.

5. Participate in work-related training and staff development.

Hours of work: 36 ¼ hours per week

Scale: Grade 3, Points 11-14
£19,202 - £20,836

PERSON SPECIFICATION

**Partnership Administrator Faculty of Education
EHA1287-0919**

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	Method of assessment (I/A/T/
Qualifications				
1	Educated to A level, BTEC National standard or equivalent, or to have relevant work experience	*		A
Experience and Knowledge				
2	Experienced in the use of databases, word processing and spreadsheets	*		A/I/T
3	Experience of working in a busy office environment, dealing with conflicting demands on your time	*		A/I
4	Experience of acquiring, interpreting and analysing complex data sets	*		A/I/T
5	Experience of working in the Higher Education sector		*	A/I
Abilities/Skills				
6	Able to work on own initiative and problem solve with a positive attitude	*		A/I
7	Strong organisational and prioritising skills to enable you to work effectively under pressure to meet deadlines in a busy office environment	*		A/I
8	Able to work independently as well as part of a team	*		A/I
9	A flexible, positive and reliable approach to work allowing you to build relationships that	*		A/I

	enable you to effectively work as part of a team as well as independently			
10	Able to maintain total confidentiality with an awareness of Data Protection and Freedom of Information issues	*		A/I
11	Excellent communication skills both oral and written which enable you to deliver fantastic customer care	*		A/I
Personal and Professional Development				
12	Evidence of reflection and engagement in Professional Development to enhance own skills and knowledge	*		A
Other				
13	An awareness of Equal Opportunities issues	*		A

***Method of Assessment**
(I-Interview, A-Application, T-Test, P-Presentation)
Please note that applications will be assessed against the Person Specification using this criteria.