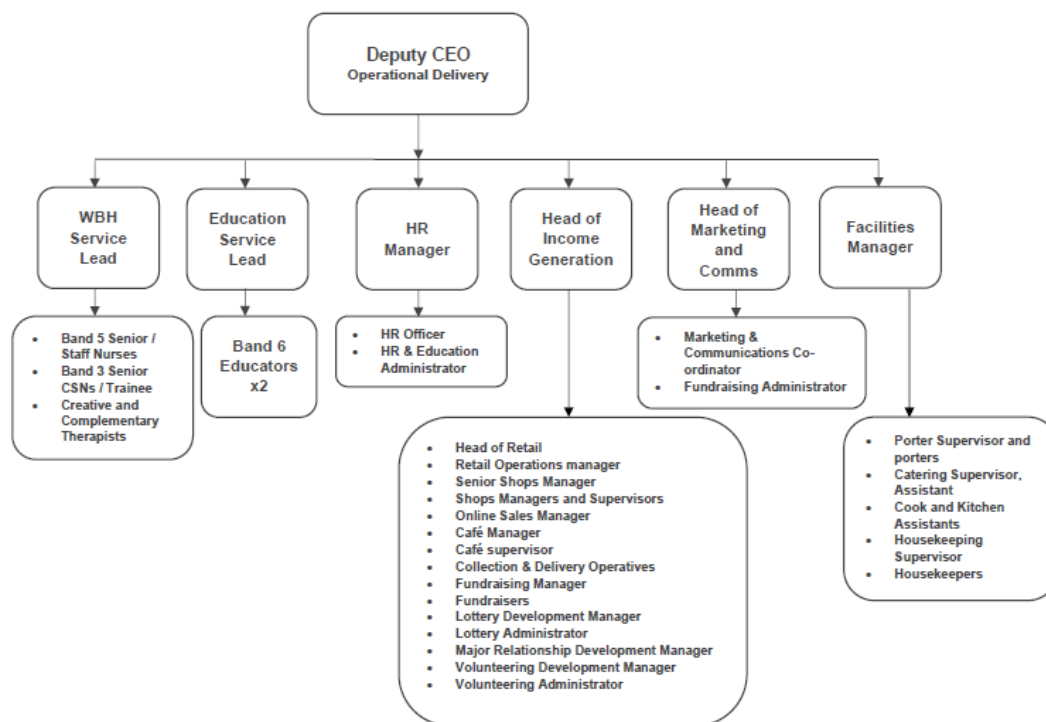


JOB DESCRIPTION

Job Title:	Education Administrator
Department:	Education
Post Holder:	tbc
Grade:	Admin 2
Reports to:	Education and Development Lead
Responsible for:	N/A

Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Job Purpose:	To provide efficient and effective administrative support to the Education team.	
Key Working Relationships:	Education and Development Lead Hospice Educators HR Manager Administration Team	HR Officer Head of Clinical Services Clinical Teams

Role Responsibilities:

Education

- Provide a full administrative service to support the Education department in all training delivery.
- Support the Education and Development Lead in co-ordinating the updating, issuing and monitoring of staff mandatory training.
- Provide mandatory training reports to the SLT and departmental managers.
- Assist with the creation, compilation and maintenance of all training, preceptorship and core competency paperwork, including templates, training and evaluation logs, preceptorship packs, supporting paperwork and evaluation feedback forms for all staff and volunteers as required.
- Course administration, including advertising courses, taking bookings, arranging room bookings (including setting up training delivery rooms and IT equipment where required), catering requirements, team diary management, dealing with all related enquiries.
- Liaising with students and others to ensure all information is communicated effectively.
- Assisting with training course and funding applications.
- Any other duties as specified by the Education team.
- Maintain confidentiality at all times, in accordance with the Data Protection Act, and be aware of the sensitivity of issues in all aspects of the role.
- Respond to internal and external queries, including emails sent to Education inboxes, or signposting as appropriate.
- Liaising with external stakeholders as required.
- Provide administrative support for the Education Alliance meeting including minute taking and timely provision of agenda documents.
- Any other general administrative duties when required, as specified by the Education and Development Lead and/or Hospice Educators.
- Maintain efficient lines of communication with the volunteer administration assistant as required.

General Responsibilities:

Health and Safety

All employees have a duty to report and accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure.

Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

Training

Managers are required to take responsibility for their own and their staff's development. All

employees have a duty to attend training as required by the Hospice.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Valuing Equality and Diversity

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Education Administrator
Department:	Education
Grade:	Admin 2

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Good level of general education, with a minimum of GCSE English and Maths at or above Grade C, or equivalent qualification.	NVQ Level 2 in Administration, or equivalent qualification.	Application Form
EXPERIENCE	Administration experience within an administration or education/training setting.	Experience in updating and maintaining training databases.	Application Form
SKILLS	Excellent verbal, written and numeracy skills. Excellent organisational skills, including the ability to manage time and prioritise workload effectively. Strong IT skills, conversant with Excel, Word, Outlook, PowerPoint and social media. Well-developed interpersonal skills, able to communicate effectively with colleagues at all levels.		Application Form Interview
KNOWLEDGE		Some understanding of a clinical environment.	Application Form
PERSONAL ATTRIBUTES	Able to work independently and on own initiative, within specified guidelines or processes. Adaptable and able to work in a team environment. Able to work appropriately with confidential and sensitive information. Able to work under pressure. A commitment to the vision and values of Bolton Hospice.	Willingness to attend training events as and when required.	Application Form Interview