



## **JOB DESCRIPTION**

**Title:** Company Administration Officer

**Responsible to:** Curriculum Manager

**Location:** Stockman House

### **Main Task**

To be responsible for general administration / reception duties with particular emphasis on the provision of an efficient administrative support structure for the Curriculum Manager and Head of Programmes, VQ Tutors, Learning Support Officers, Essential Skills Tutors and other staff in relation to the provision of training services for BFS.

### **Outline of Duties**

- \* To develop and demonstrate a thorough knowledge of the criteria of BFS programmes designed to increase the economic activity of clients
- \* To provide administrative support to all staff in accordance with the needs of the various Programmes on offer
- \* To provide administrative support to Curriculum Manager and Head of Programmes
- \* To maintain a comprehensive computerised recording system to track attendance at classes
- \* To administer Programme Guideline / Requirements attendance procedures
- \* To monitor attendance for BFS training delivery through an established recording system and to take appropriate action to maintain and maximise course occupancy levels
- \* To liaise with and follow-up with contact, on a regular basis, trainees and participants in relation to the training schedule of BFS
- \* To review attendance at classes in order to report absenteeism to the relevant staff for payment purposes

- \* To control the process of certificate collection, collection of Progress Files and administrate the process of trainee allowances and other client payments
  
- \* To maintain the security of the training rooms and to ensure the confidentiality of the participants' portfolios is not compromised
  
- \* To maintain general office functions at Bryson House
  
- \* To direct incoming calls to appropriate staff
  
- \* To direct internal staff communication to appropriate staff member
  
- \* To process incoming and outgoing mail
  
- \* To maintain relevant company databases
  
- \* To order and maintain all necessary stationery items
  
- \* To take responsibility of each job function in order to act in accordance with the outlined tasks
  
- \* To record and update computerised records in accordance with Data Protection and the security requirements of BFS
  
- \* To participate in structured training and development activities in line with the demands of the job and the objectives of the company
  
- \* To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion
  
- \* To work as a member of a team and undertake such duties and responsibilities that are compatible with and supportive of BFS aims and objectives



## **Terms and Conditions**

<b>Length/ Type of Contract:</b>	Fixed to 22/6/18
<b>Salary:</b>	£13,365
<b>Hours:</b>	35 hours
<b>Holidays:</b>	20 days plus Statutory days
<b>Probationary Period:</b>	6 months
<b>Notice:</b>	1 month

**All employees of Bryson FutureSkills are required to respect individuals' right to privacy, dignity, choice and independence.**

**This post will be subject to an Access NI check**



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Criteria		Essential	Desirable	Tested
Qualifications / Education / Knowledge	Level 2 Business Administration	x		Application form
	Holds GCSE English & Maths (Grade C or above) or equivalent	x		Application form
	Holds a Level 2 ICT qualification	x		Application form
Previous Experience	1 year experience within administration/training environment	x		Application form
	Operation of Microsoft Excel	x		Application form
Experience Required going forward	Experience of working as part of a team		x	Application form / interview
	Experience of training and employment programmes		x	Application form / interview
Special Aptitudes/ Competencies i.e. Oral/ written skills	Good interpersonal and communication skills	x		Interview