

Administrator – Prison Education – HMP Downview

Location: HMP Downview

Hours: 37.5 hours per week, 52 weeks per year

Flexible Working: We welcome applications from those seeking flexible hours.

Salary: Up to £26,884.00 per annum

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Education Manager

IN SHORT

Milton Keynes College is recruiting an Administrator to join the Prison Education team based at HMP Downview.

As an Administrator, you will be a capable and experienced administrator with excellent verbal and written communication skills. You will provide a high-quality service to both internal and external stakeholders at the prison and the wider College team.

This opportunity involves supporting the Department Manager in the day-to-day administration and operations of the department. Your ability to work on your own initiative is critical for this role and you will need to have a flexible and resilient approach to your work as it will be varied.

Milton Keynes College is looking for a patient and friendly individual who is self-motivated and work well under pressure. If you possess excellent administration and communication skills, we will welcome your interest and application for this opportunity.

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

OUR BENEFITS

- 25 days annual leave, 3 additional company closure days and UK Bank Holidays (entitlement will be pro-rated for part-time employees)
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- A variety of amazing discounts with NUS Card and our reward and recognition platform Encore
- Employee wellbeing platform

MAKE A DIFFERENCE

In this role, you will:

- Carry out general administrative tasks to ensure the efficient operation of the department.
- Receive and act on telephone/personal enquiries and action where appropriate.
- Produce various reports as required to ensure the smooth and efficient operation of the department.
- To deliver a range of ICT/paper based initial assessment screening assessments to support the identification of students learning goals within the prison.
- To work in partnership with the CIAS provider and appropriate prison departments to support a seamless multi-disciplinary induction process for all new prisoners to support the recruitment of students and the allocation process.
- Undertake examination invigilation in line with college policies and awarding body regulations.
- Support the setting up of student files and individual learning plans (ILPs) according to the Prison Education Framework and Milton Keynes College systems, processing applications and enrolments to education classes.
- To liaise with curriculum areas to support student progression.
- Raise, maintain and despatch paper based/electronic student records in line with prison and College requirements.
- Liaise with other areas of the prison or College and represent the education department to other areas.
- Support the Education Manager and team by facilitating the procurement of resources and maintaining appropriate records.
- Undertake development and training to further your own operational competence, including prison specific mandatory training, and to become involved with relevant staff development activities within Milton Keynes College.
- Optimise learner success by supporting the provision of high-quality learner experiences.
- Identify, recommend and contribute to appropriate staff training for other members of the team.
- Be aware and fully committed to Milton Keynes College's Regulations, Strategy and Objectives to work together to advance Equality, Diversity and Inclusion and support the challenging of racism, prejudice and inequality, wherever it is found.

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

IT'S ALL ABOUT YOU

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	• Good basic general education including GCSE (or) equivalent) in Maths and English at Grade C or above. • Hold an administration or customer services-based qualification at level 2 or above. • Proven experience in an administrative role. • Proven customer service experience.
IMPACT	• Working with students who may have little experience of education and training.
QUALITY	• Working with word processing, spreadsheets, databases, email and internet systems. • Ability to plan, communicate and problem solve effectively. • Good communication skills, both written and verbal.
RESPONSIBILITY	• Provide administrative support to the Education Manager and the team as appropriate. • Support student success through the provision of initial induction and the initial assessment of students to inform enrolment onto appropriate programmes of learning. • Act as part of the examination invigilation team.
RELATIONSHIPS & REPUTATION	• Open/Reflective/Self-managing • Enthusiastic and self-aware • Team focussed • Reliable, adaptable and dependable • Able to motivate self and others
VISION & DIRECTION	• Willingness and ability to assume responsibility and to see through detailed tasks. • Commitment to students and students' success.

ABOUT US

Milton Keynes College Group was formed in 2021, with the mission of Building Fairer Futures. The College Group includes 1,200 colleagues who work across MK College, the South Central Institute of Technology (SCIoT) Bletchley, our prison education services in 30 prisons and MK Commercial which comprises The Brasserie restaurant, Sport Central, Courtside, and the Chaffron Centre.

At MK College, our colleagues support approximately 4,000 16–19-year-olds currently studying with us and a total student population of over 8,000. Founded in 1982, MK College offers a broad variety of programmes, including Study Programmes, Adult, High Needs, Apprenticeships, T levels, A Levels, and Higher Education.

We are proud to have opened one of the biggest Institutes of Technology in the country. The South Central Institute of Technology (SCIoT) in Bletchley is a consortium of prestigious partners led by Milton Keynes College. We offer a hub of innovation and world-leading technological advancements with relentless dedication to future-proof the lives and skills of learners.

The College is a national provider of education services in prisons across the country. For over 30 years, we have worked with offenders in both custody and the wider community and currently work with 30 prisons across England. This includes public sector prisons and the privately operated HMP Fosse Way.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best colleagues and students from Milton Keynes and the surrounding areas and supports education in prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our colleagues, students and learners to feel they are an integral part of the College Group and together we will create an inclusive culture where everyone can contribute to college life and our collective knowledge and growth.

We know that education has the power to build fairer futures for all, and we know that we can't create real change on our own. That's why we work with key stakeholders across our communities - civic partners, employers, educational providers and third-party organisations to offer the best opportunities for our students to be the best they can be.

When applying for a role at the College Group, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College Group.

Milton Keynes College Group is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults.

All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level. For more information, please visit our website and read our Safer Recruitment Policy.