

Job Description

TITLE:	Supported Learning Funding Administrator (0.4 FTE)
GRADE:	Scale 6
REPORTS TO:	Supported Learning Funding Manager
HOURS:	Contracted for 14 hours per week.

Purpose of the Role

The Support Learning Funding Administrator is responsible for providing efficient administrative support for learning and development funding processes, ensuring learner records, funding documentation, and related data are accurately maintained and compliant with funding requirements. The role supports the successful delivery of funded learning programmes by processing information, resolving queries, and helping to ensure timely funding claims and audit readiness.

Key Responsibilities:

- To provide flexible, accurate and professional administrative support to the Supported Learning team and associated functions of this area of work which will enable effective tracking, monitoring and financial assessment of our HNS/ASF (Adult Skills Funding) students.
- Tracking and monitoring of High Needs funding, ASF funding and additional learning support on specific external software packages highlighting concerns and discrepancies to the senior team
- General administrative duties that will ensure contract compliance for relevant funding agencies and local authorities.
- To maintain and where necessary improve the integrity of student data, analysing, interpreting and producing reports.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Person Specification

- Good knowledge and understanding of administrative systems, procedures, and record management, with the ability to establish and maintain effective systems of work.
- Knowledge of High Needs and Adult Education Budget (AEB) funding, or the ability and willingness to develop this knowledge through training.
- Strong communication and interpersonal skills, with the ability to work collaboratively as part of a team and build effective working relationships with internal and external stakeholders.
- Excellent organisational skills, with the ability to prioritise workloads, adapt to changing priorities, and demonstrate a flexible approach to work, alongside a commitment to continuous professional development and training.

Education & Qualifications

- GCSEs (or equivalent) in English and Maths
- Good standard of education especially in English and Maths (Grade 4 or above) and IT.
- Proficient in the use of Microsoft Office applications, particularly Excel, Word, and Outlook.

Experience

- Experience in an administrative role within an education, training, public sector, or funding-related environment.
- Experience of maintaining accurate records, managing databases, and handling confidential information with a high level of accuracy and attention to detail.
- Experience of processing, monitoring, and reporting data in line with compliance, funding, or audit requirements, using Microsoft Office applications, particularly Excel.
- Experience of working to deadlines, managing competing priorities, and communicating effectively with a range of stakeholders; experience within Further Education, Supported Learning, SEND, or learner funding administration is desirable.

Knowledge, Skills & Behaviours

- To adhere to relevant staff policies and the college's professional code of conduct and to always perform your duties in a professional manner being mindful of confidentiality as appropriate.
- Set up, maintain and update relevant software specific to the provision, tracking and monitoring of High Needs funding, AEB funding and additional learning support.
- Liaise with all relevant parties, including learners, parents/carers, external agencies with regards to additional learning support.
- Provide support and information to the Supported Learning SCM, Supported Learning Funding Manager, GCD and DGCD.

- Set up and maintain systems to allocation learning support to SEND and mainstream teachers centrally, using relevant software including liaising with relevant staff.
- General admin duties such as answering emails, invoicing, filing, post, telephone enquiries, etc checking and clearing invoices for payment in line with the college procedures and passing for approval for the GCD.
- Deal with day to day enquiries from learners coming to Supported Learning, as well as correspondence and queries for all Supported Learning learners.
- To collate information regarding appointments for learners who require Exam Access Arrangements.
- Organise dates/times for the Supported Learning Annual Reviews for the learner, parent/carer, local authorities, teacher, Supported Learning SCM.
- Responsible for ensuring all learner records are verified and amended in order to validate the ILR on a termly basis in order to meet internal and external deadlines. Advising teachers on a course of action regarding learner status.
- Developing and maintaining booking systems for meeting rooms, media and other essential equipment. Responsible for the safekeeping and security of IT equipment.
- Be available to assist in enrolment procedures.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting **stakeholders** from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.

- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.