

VACANCY INFORMATION						
Vacancy type*	Apprenticeship	x		Traineeship		
Vacancy title*	College Administrator					
Course level*	Business Admin	x	IT		Level	3
Number of positions *	1					
Duration*	18 months					
Type of job*	Office (On-site)	x	Home - based		Hybrid	
Job location*	12-14 Wellington Street, Woolwich, London, SE18 6PE					
Working hours (incl. agreed breaks) *	<p>37.5 hours per week, Every day one-hour unpaid lunch.</p> <p>£268 per week. Mon 9:00-6pm Tuesday - off the job 9:30 to 4:30 pm Wed - 9:00 -6pm Thu - 9:00-6pm Fri- 9:00-6pm or Sat- 9:00-5pm</p> <p>Work every other Saturday and 1 other week day off. 1 hour unpaid break.</p>					
Pay rate (annual salary + hourly rate) *	£268 per week.					
Any additional payment or financial support available						
Job Description*	<p>JFC Training College established in 2006 is a further education private training provider offering learners a wide range of high-quality UK recognised qualifications.</p> <p>We deliver professional, apprenticeship and vocational training in several sectors including adult care, child care, leadership and management, education, fitness, business etc. We provide a flexible, broad and challenging academic programme and individual attention to every learner.</p>					

	<p>We require a full time Administrator for our busy College Office to be part of our friendly and energetic admin team responsible for providing a superb service covering all aspects of the smooth running of the main college office.</p> <p>The ideal candidate must be an excellent communicator (both face to face, in writing and by telephone), with strong computer skills. They should also possess a positive can-do attitude, enjoy working under pressure and have the ability to prioritise. The successful candidate should also enjoy working as part of a team.</p>
<p>Duties and responsibilities</p>	<ul style="list-style-type: none"> • Act as first point of contact in response to telephone and face-to-face enquiries and pass on messages in a timely manner. • Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures) • Housekeeping duties including vacuuming carpets and maintaining a clean and sanitary kitchen and rest room area. • Open, sort and distribute incoming mail and post outgoing mail. • Operate the school office email account and ensure all e-mails are dealt with efficiently and in a timely manner • Under the guidance of the Leadership Team and College Office Team send out correspondence to students, staff, employers and families/parents. • With other colleagues meet, greet and register attendance of visitors and ensure meeting rooms, classrooms and other required facilities are in place to ensure the College presents a professional image at all times. • Give information and assistance on a wide variety of college matters to parents, students, employers, staff, LA's and other schools. • Provision of admin, clerical and secretarial duties as required • To support the Senior Leadership Team (SLT) as required. • To run the Director's diary ensuring meeting times are communicated in a timely manner. • Assist with management of the school diary and arrangements for meetings, college visits and preparation of meeting rooms and facilities. • Work with Operations Managers to develop and update standard operating procedure documents for all administrative processes. • Take minutes at meetings where necessary • To respond to generic e-mails on behalf of the Director and Operations Manager.

	<ul style="list-style-type: none"> • Produce lists, information and data as requested by senior staff or external agencies (e.g. SAR data, placements, employer lists, reports etc). • Update records on IT systems e.g. Pellcomp, Hubspot, Laser Learning, SLC portal • Follow up on all student enquiries and book appointments for prospective learners to come in for interviews, assessments and enrolment. • Provide administration support to the referrals and admissions processes of new students • Distribute relevant documentation in relation to assessments, admissions offers, including placement forms. • Assist students with advanced learner loan, funding and bursary application. • Maintaining a record of student registration and certification. • Regular auditing of student records and information • Maintaining the CRM and spreadsheet of student, staff and employer records • Be responsible for the upkeep of the school notice boards, websites and social media. • Undertake word-processing of letters and reports as required. • Be responsible for daily student attendance recording, ensuring absence calls are made home in a timely manner to verify absence and obtain reason, recording appropriately. • Providing advice and guidance to learners and assisting with student welfare e.g. monthly courtesy calls to students to check on their welfare and engagement in learning. • Assist with organising the college graduation ceremonies • Conduct any other duties commensurate with the post as required
<p>Desired skills*</p>	<ul style="list-style-type: none"> <input type="checkbox"/>Communication skills <input type="checkbox"/>IT skills <input type="checkbox"/>Attention to detail <input type="checkbox"/>Organisational skills <input type="checkbox"/>Customer care skills <input type="checkbox"/>Problem Solving skills <input type="checkbox"/>Presentation skills <input type="checkbox"/>Administration skills • Good use of social media for advertising • Presentable and professional • A friendly and down to earth approach • Happy to help and a can-do attitude • Ability to use Microsoft office programmes • Keen to use their initiative • Good written and verbal communication skills • Ability to prioritize • Is organised, systematic, thorough and hard-working • Is willing to learn and keen to progress

Desired personal attributes	<input type="checkbox"/> Analytical Skills <input type="checkbox"/> Logical <input type="checkbox"/> Team Working <input type="checkbox"/> Creative <input type="checkbox"/> Initiative <input type="checkbox"/> Non-Judgemental <input type="checkbox"/> Patience <input type="checkbox"/> Physical Fitness
Desired qualifications *	GCSE English and Maths
Desired dress code	Smart, formal
Closing date*	ASAP
Possible start date*	Immediate
Additional information	
EMPLOYER INFORMATION	
Company name*	JFC Training College
Employer address*	12-14 Wellington Street, Woolwich, London, SE18 6PE
Employer contact name*	Banji Oladimeji
Employer contact details*	Phone 02077329255/07983523357
	Email otoinbox@gmail.com
Employer overview (Products and services)	JFC Training College established in 2006 is a further education private training provider offering learners a wide range of high-quality UK recognised qualifications. We deliver professional, apprenticeship and vocational training in several sectors including adult care, child care, leadership and management, education, fitness, business etc. We provide a flexible, broad and challenging academic programme and individual attention to every learner.
Companies House Number (if known)	5376175
Company website	www.jfctrainingcollege.com

ADDITIONAL INFORMATION	
Are you able to accept applicants from all areas of needs, origin, and backgrounds? (Yes / No)	Yes
Are you Disability Confident Committed employer? (Yes / No)	No

Are you signed up with Mental Health Charter? (Yes / No)	No
Are you an accredited London Living Wage Employer? (Yes / No)	No
Do you currently have an existing provider for National Apprenticeship Service (NAS/DAS)? (Yes / No)	Yes
Do you consent for us to advertise these positions on NAS/DAS on your behalf? (Yes / No)	Yes
Do you consent for us to advertise your details and vacancies on our website? (Yes / No)	Yes

Please return the completed form to trusha.patel@citygateway.org.uk

Marketing and partnership

We are keen to share our partnerships through our various marketing and communication channels. If you would like City Gateway to be able to do this, please provide your social media handles below.

LinkedIn	https://www.linkedin.com/company/jfc-training-college-1/
Facebook	https://www.facebook.com/profile.php?id=100063752265614
Instagram	https://www.instagram.com/jfctrainingcollege/
Twitter	https://twitter.com/JfcTraining