

BURY PRIMARY LEARNING COLLABORATIVE (BPLC)

JOB DESCRIPTION

Post Title: Collaborative Co-ordinator	
Department: Bury Primary Learning Collaborative (BPLC)	Establishment/Post No:
Division/Section: GMFRS but may be required to attend other venues within Bury	Salary: £19,544 (£17,830 pro rata)
Location: GMFRS Safety & Training Centre, Hinds Lane, Wellington Street, Bury, BL8 2AL	Post Hours: 35 Hours per week, school term time plus 15 days. (Restricted Flexi-time scheme in operation) Some flexible working required.
<p>Special Conditions of Service: To support training events outside normal working time as and when required.</p> <p>To work flexibly in line with the needs of the service;</p> <p>The service normally operates 8.30 a.m. until 4.30 p.m. (1 hour lunch)</p>	
<p>Purpose and Objectives of Post:</p> <p>To provide support to the Bury Primary Learning Collaborative (BPLC) and their Facilitator.</p> <p>To process course training activity forms and liaise with trainers.</p> <p>To manage finances through the relevant financial systems.</p> <p>To maintain information on BPLC WebPages and Twitter.</p> <p>To ensure the production and distribution of training information to BPLC establishments.</p>	
Accountable to: BPLC Board	
Immediately Responsible to: BPLC Facilitator	
Immediately Responsible for: Part time administrative staff.	
<p>Relationships: (Internal and External)</p> <ol style="list-style-type: none"> 1. Staff within GMFRS 2. Clients of BPLC including headteachers, BPLC Facilitator, school staff, LA officers, school governors, elected members and users external to BPLC. 3. To attend and minute SBM/Administrator Liaison Group. 	
<p>Control of Resources:</p> <p>Use of dedicated database systems, web pages, text messaging and twitter.</p> <p>Personal computer, hardware and software appropriate to the duties of the post.</p> <p>General office equipment.</p> <p>Adminstrating and processing of cash and cheques and ensure safe storage of any monies coming into the Centre. Safe storage of customers personal information.</p> <p>Maintain filing systems and records electronically and manually.</p> <p>Processing information for payroll.</p> <p>The post holder is responsible for the health, safety and welfare of him/herself and other persons (e.g. colleagues, public) who may be affected by his/her acts or omissions whilst at work in accordance with BPLC and GMFRS safety policies.</p>	

Duties/Responsibilities:

1. To provide administrative support to the BPLC Board, BPLC Board Chair and BPLC Facilitator. Working with the BPLC Facilitator arrange training events including conferences and organising repeat courses as appropriate.
2. Be the first point of contact for internal and external trainers, organising hotel accommodation where necessary, organising rooms and set-ups, arrange printing of handouts/PowerPoint slides and ensuring equipment is booked. To be point of contact on the day for visiting trainers. Ensure refreshment requirements are arranged with caterers.
3. Responsible for recording minutes of the BPLC Board Meetings, type up minutes and store electronically. Before meetings circulate Agenda, Minutes, Course Evaluation reports and any other relevant information to Board Members.
4. Add new training events to the dedicated database systems and process course applications from schools and external customers using the dedicated database course system.
5. To ensure the production and distribution of the termly Training Course Information and any updates.
6. On a daily basis process web email enquires and course applications.
7. To produce information/reports using Microsoft Excel as and when required.
8. Cover of the BGD Board meetings, produce agenda, using audio equipment type up and store electronically. Distribute all relevant information to Board members.
9. To add information to the BPLC web site and send information via Twitter.

Finance duties

10. To be responsible as the Finance Administrator for the BPLC which entails the processing of expenditure requisitions and invoices through the BPLC financial systems. The processing of income coming into the organisation.
11. To be responsible for the processing of Training Course re-charges and invoicing for the Bury Primary Learning Collaborative (BPLC). To be responsible for the processing and payment of BPLC trainers invoices.
12. To be responsible for processing of Petty Cash, cheques and cash coming into the Centre. Collection and management of the BPLC Petty Cash float. Ensure the safe storage of monies paid by customers and income from BPLC services. The paying of income into the BPLC bank account weekly.
13. To be responsible for the production of various reports for the BPLC Board. To produce financial information/reports using Microsoft Excel and Microsoft Access as and when required.
14. Responsible for keeping the BPLC Inventory accurate and up to date.
15. To be responsible for organising an efficient Postal System, also ensuring an effective recording of postal spend and income is in place.

Staffing Responsibilities

16. To be responsible for the supervision and training of part time administrative staff. Ensure working rotas are in place to ensure efficient cover for BPLC activities. Responsible for the supervision of agency staff and students on work experience.
17. To be responsible for ensuring high standards of Customer Care within the Centre.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Post holder:	Sign:	Date:
Agreed correct by Supervisor/ Manager:	Sign:	Date:

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