

# BURY PRIMARY LEARNING COLLABORATIVE (BPLC)

## JOB DESCRIPTION

<b>Post Title:</b> Collaborative Administrator	
<b>Department:</b> Bury Primary Learning Collaborative (BPLC)	<b>Establishment/Post No:</b>
<b>Division/Section:</b> GMFRS  May be required to attend other training venues in Bury.	<b>Salary:</b> £16,123 (£5,587 pro rata)
<b>Location:</b> GMFRS Safety & Training Centre, Hinds Lane, Wellington Street, Bury, BL8 2AL	<b>Post Hours:</b> 15 Hours per week by arrangement, school term time. (Restricted Flexi-time scheme in operation) Some flexible working required.
<p><b>Special Conditions of Service:</b> 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><b>Purpose and Objectives of Post:</b></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 assist in maintaining information on BPLC WebPages and Twitter.</p> <p>To assist with the production and distribution of training information to BPLC establishments.</p>	
<b>Accountable to:</b> BPLC Board	
<b>Immediately Responsible to:</b> Collaborative Coordinator	
<b>Immediately Responsible for</b> N/A	
<p><b>Relationships: (Internal and External)</b></p> <ol style="list-style-type: none"> <li>Staff within GMFRS</li> <li>Clients of BPLC including headteachers, BPLC Facilitator, school staff, LA officers, school governors, elected members and users external to BPLC</li> </ol>	
<p><b>Control of Resources:</b></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>Assist with administrating 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>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 assist the BPLC Coordinator when providing administrative support to the BPLC Board, BPLC Board Chair and BPLC Facilitator. Working with the BPLC Coordinator to arrange training events including conferences and organising repeat courses as appropriate.
2. Be a first point of contact for internal and external trainers, and assist with 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. To assist with the production and distribution of the termly Training Course Information and any updates.
4. To assist with processing web email enquires and course applications.
5. To assist with adding information to the BPLC web site and sending information via Twitter.
6. 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)

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