



**CONNELL**  
CO-OP COLLEGE

## Student Operations Administrator - Bursary & Free School Meals

Salary: Grade 5, scale points 12 - 19

Term Time plus 10 days

Hours: 35 hours per week

The Student Services Administrator - Bursary & Free School Meals will report to the Operations Manager - Student Administration & Enrolment

### Bursary and Free College Meal responsibilities

The Student Services Administrator (Bursary & Free School Meals) will use their professional judgement and knowledge of national guidance, college policies, and operations to

- Explain how the bursary and free school entitlements and applications work to students, parents and staff so that we ensure as many students as possible benefit from accessing this support
- Think strategically and operationally to ensure we maximise the uptake of free school meals and bursary by our students
- Maintain the bursary and free school meal application system, keeping accurate records and copies of supporting documentation for the purposes of audit and responding to queries or complaints
- Process bursary applications as directed and use the system to communicate decisions, queries and payments
- Work with Central Finance colleagues to ensure that bursary funds are paid/not paid to students in line with College policies via *faster payments*
- Work with Data Manager to ensure we have the necessary information to correctly award FSM
- Assess late applications and process as necessary.
- Communicate with students and parents about issues/queries as required.
- Liaise with external agency like citizens advice to help our students and families access other support that they might be entitled to

- Ensure that the college is able to deliver a free breakfast offer for all, managing orders, monitoring use and quality of provision
- Work with the college catering provider to ensure that students entitled to FSM receive the same offer as others in terms of quantity, quality, and choice
- Work with the wider student services team to think creatively about how we support our financially disadvantaged students, including families classed as 'just about managing' as well as those in short term crisis e.g homelessness.
- Manage the supply and distribution of hygiene and personal care products, ensuring that students who need them are able to access them
- Work with the senior leadership team and Central Finance colleagues to ensure that bursary funds are used effectively across the college systems to support our most disadvantaged learners
- Provide regular updates to key stakeholders on the impact and success of this area of work, identifying areas for improvement and working with the Operations Manager to ensure excellent provision and a commitment to further improvement

#### General Administration Responsibilities

- Keep accurate financial records of local activity including filing invoices, receipts, statements
- Ensure the college procurement work flow is up to date in Civica so that approvals run smoothly and correct budget codes applied.
- Add new suppliers to Civica as required
- Place orders with suppliers and obtain quotes for orders/renewals, ordering goods and services including regular items such as paper, stationery, tea and coffee supplies etc
- Assist in the production of budget tracking/monitoring documents (Supply, EHCP Income, Catering, Trips, subscriptions etc)
- Through regular monthly meetings, support the facilities and SEND teams with ensuring invoices are paid
- Support staff planning trips with getting transport quotes etc, managing any payments from students
- Support staff with planning travel/accommodation for CPD/work-related events, getting quotes, making bookings and advising on Trust policies related to these areas
- Administrate local insurance claims (supply, premises)
- Support the Central finance teams by managing petty cash and other income from college activities such as lettings, reconciling payments, reporting payments
- Administrate local credit cards including tracking holders, informing the bank and Central teams of any changes and obtaining receipts
- Manage payments and associated administration by *Stripe* (for lettings) and *SumUp* (for student payments)

## General Duties

- Provide administrative support to the College as directed, including working flexibly as the demands on the College's administration team vary during the year
- Provide administrative support for all College events as directed by SLT

The duties of this post may vary from time to time without changing the general character of the post or of the level of responsibility within it.

Person specification

	Essential	Desirable
<i>Qualifications, Training.</i>	GCSEs or equivalent with English and Maths at grade C/4 or above.	A related degree  Other relevant qualifications
<i>Relevant experience.</i>	Experience of administrative work.	Experience in a college, school or university  Experience with specific types of work in this Job description
<i>Knowledge, skills, abilities.</i>	Excellent oral and written communication skills. Excellent organisational skills. A total commitment to ensuring confidentiality and data protection, and ensuring that others do so. Ability to work efficiently. Ability to work accurately at speed Ability to be self-motivating. Ability to work under pressure. Ability to work as part of a team. Ability to plan, organise and prioritise work schedule. Very good ICT skills	The ability to have sensitive, professional and sometimes challenging conversations with parents and students  Able to work with simple spreadsheets/willingness to learn  Ability to adapt to new/different software
<i>Safeguarding</i>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people. DBS clearance.	Training relating to safe guarding
<i>Others</i>	Commitment to the aims and ethos of the College. Willingness to carry out duties at College afternoon or evening events and occasionally at weekends. Self-confidence and the ability to deal with difficult situations. A thorough, meticulous approach to all tasks. Smart, professional appearance.	Willingness to train as a First-Aider

	<p>Ability to show tact and discretion.</p> <p>Flexibility and a willingness to be involved in change as the College develops.</p> <p>Commitment to further training and development.</p> <p>A genuine commitment to improving the quality of provision for students and staff at the College.</p> <p>A positive approach to challenges.</p>	
--	--	--

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels, which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.