

JOB DESCRIPTION

Post: Student Funding & Welfare Advisor

Responsible To: Student Funding & Welfare Team Leader

Summary of Post: To provide administration support for the Student Information Centre.

Specific Duties:

1. To work as part of a team in the administration of Student Funding support.
2. To welcome users to the SIC, to provide initial assessment and to assist students to complete their application forms when required, providing a user friendly approach at all times.
3. To process applications for the awards, checking information and documentation provided by students and keeping detailed records for audit purposes.
4. To enter the relevant data onto spreadsheets and to prepare calculations of sums to be awarded.
5. To take and action CLA enquiries by post, telephone, e-mail or in person and to liaise and refer to other staff and specialists agencies as appropriate.
6. To present and promote CLA information in a clear and easy to understand manner to students and the Curriculum teams and to keep it relevant and up to date.
7. To collate statistics and to prepare and process information for Panel meetings and for reporting purposes.
8. To help establish a positive and student centred culture to the service and to help maintain a welcoming environment.
9. To assist in the preparation, delivery and monitoring of service standards and to obtain and act on feedback from student.

10. To participate in Student Inductions and workshops.
11. To order, maintain and promote banks of resource materials and to arrange notices and displays of interest to students.
12. To support other elements of the team as necessary.
13. To advise on other funding opportunities such as benefits and of the loans available to Higher Education students.
14. To be available for occasional weekend and evening work, and promotional events such as Open Days and Enrolment days.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

11. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.
12. Committed to equal opportunities.
13. Committed to continuous improvement.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Effective written and oral communication	✓	✓	4
2.	Effective organisational skills and ability to work to deadline	✓	✓	6
3.	Effective teamwork skills	✓	✓	4
4.	Familiarity with the use of IT	✓	✓	4
5.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Experience of Finance administration within an educational environment	✓	✓	4
2.	Working in an office environment	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.