

**Job Description**

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| **Job Title** | Centre Administrator  |
| **Responsible To** | Centre Manager  |
| **Job Objective** |  |
| * To assist and support the Learning Centre Manager in the management, administration, and promotion of the learning centre to ensure that Argyll College customers receive a high-quality service.
* To ensure that information on status of ongoing work is communicated effectively to Learning Centre Manager.
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| **Key Duties and Responsibilities** |
| 1. To assist the Learning Centre Manager in:
2. Marketing and promotion of the centre, and its services, to the local community.
3. Attracting sponsorship and fund raising.
4. Providing information to potential students.
5. Ensuring that guidance (including funding options) is available to all students t pre-entry, on-course, and pre-exit stages.
6. Carrying out enrolment and induction for new students.
7. Providing learning and mentoring support as appropriate.
8. Ensuring that quality standards are being met and that local procedures are accurate and adhere to overall Argyll College policy.
9. Implementing the Argyll College complaints procedure where necessary.
10. Management and administration of the centre which will include: -
	1. Bookings, Hires, and scheduling customer activities
11. Maintaining accurate finance records, financial reporting, collecting fees and banking.
12. Stock Control and purchase requisitions for materials, stationery, consumable, promotional materials, equipment, and software
	1. Overseeing local cleaning arrangements
	2. Quality Assurance and Customer Care
13. Collection and reporting of management statistics for internal and external purposes.
14. Health & Safety responsibility for the centre
15. Any other reasonable duties as directed by your line manager.
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| This is a description of the job as it is presently constituted.  It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed and to incorporate any changes which have occurred or are being proposed.  The review process is carried out jointly by the line manager and employee and you are expected to participate fully in such discussions.  In all cases, it is UHI Argyll’s aim to reach agreement to reasonable changes but, where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your appointment, after consultation with you. |