



## FAB Learning Interventions

*Forming a new beginning through bespoke interventions.*

### Job Description

#### **Position:**

**Salary:** £18,000-£20,000 per annum

**Hours:** 9:00am - 3:30pm (half hour lunch break)

Term-time only (39 weeks) + 2 days to be worked in August annually

*Holidays to be taken during the half term holidays stipulated by the Nottinghamshire County Council academic calendar*

#### **Function of the Role:**

To carry out attendance monitoring processes within the company, including daily logging of learner attendance through a digital platform and analysis of learner attendance, including identifying areas of concern. Additional responsibilities include maintaining an inventory of company supplies and managing stationery orders.

**Location: Home working with travel to Nottinghamshire / Derbyshire when required**

#### **General Responsibilities:**

- ★ To work to existing business processes in monitoring and logging learner attendance, having due regard to confidentiality, safeguarding and existing company policies.
- ★ To engage in company resource management, including ordering and tracking supplies and company property and disseminating to relevant personnel.

#### **Requirements:**

- ★ **ICT Literacy:** In order to fulfil this role, candidates will require the skills necessary to work independently and record and organise information on a secure network (Google Drive). The successful applicant will also be required to demonstrate skills in using a variety of technology platforms to a high level of efficiency and a willingness to engage in ongoing training and CPD.
- ★ **Communication and Interpersonal Skills:** A high level of written and verbal skills is required to ensure clear and professional communication with a variety of stakeholders.
- ★ **Time Management and Organisation:** The successful candidate will be required to work to set daily timelines. The post-holder will show proficiency in extracting meaningful information from data stored by the company while ensuring confidentiality and adhering to GDPR legislation.



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- ★ **Driving Licence:** The role will be carried out in the home of the successful applicant, but will require travel across Nottinghamshire and Derbyshire intermittently when required. A valid driving licence and access to a roadworthy vehicle with business insurance are essential for carrying out various components of the role.

**FAB Learning is committed to safeguarding and promoting the welfare of children and young people. All candidates will be subjected to Safer Recruitment checks and will not be able to commence employment without a satisfactory DBS and two references.**