Job Title:	Education Officer		
Department:	Education	**Section:**	Education Office
Reports to:	Director of Education		
Grade:	F	**Job Code:**	251QP1

Overall Purpose of the Role

To carry out governance and administrative duties in the Education Office for the Education Board and sub-committees. Be the lead officer for the Community Development Scheme (CDS) and for several Education-wide processes.

Key Role Activities

Governance

- Committee Secretary for the Education Board
  - keep up to date with the requirements of Committees (Public Access) Ordinance 2012
  - liaise with Sulivan House on dates of meetings, distribution of papers and minutes
  - ensure agendas agreed by the Chair and the Director of Education
  - ensure papers are ready for timely circulation
  - take minutes, manage review and circulation

- Act as sub-committee secretary as required for the School Governance Committee and/or the College Advisory Committee

- CDS Panel Secretary
  - prepare monthly agendas and papers
  - agree agendas with Director of Education
  - take minutes and circulate

Education Office Activities

- Manage Education's Single Central Record for staff
  - Lead the implementation of a robust process for the Single Central Record in Education and in HR
  - Quality assure data entered to the Single Central Record by departments and by HR
  - Resolve data entry issues or process issues in departments in a timely manner
  - Escalate serious issues to the Director of Education and Executive Headteacher
  - Keep the Single Central record process up to date, using UK good practice

- Manage the Elective Home Education (EHE) process
  - Keep the EHE register of students up to date
  - Ensure that parents are following the EHE process
  - Ensure that Falkland Island schools are fulfilling the duty to visit EHE students on a termly basis and report to the Director
  - Escalate any concerns to the Director

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Key Role Activities continued

- Support Immigration Educational Needs Assessments (ENA):
  - Maintain the Education Office's log of assessments
  - Ensure Executive Headteacher and Director of Education review assessments from schools in timely manner
  - Analyse data, create and provide reports to Director and Executive Headteacher on trends

- Records Management superuser
  - Annually review the Education's Record Retention Schedule across all departments
  - Communicate updates to department lead users
  - Stay up to date with FIG Corporate Records Management policies and processes

- Education Superuser for FIG Intranet and Education Directorate external website
  - Create and maintain processes to ensure that websites have up to date and relevant information on key areas for public and FIG colleagues

Education Funding

- Manage applications for CDS funding
  - Receive and review applications
  - Provide advice and guidance to applicants to ensure applications are complete and provide sufficient information and cost detail
  - Research courses and training providers when necessary to provide information to panel
  - Present applications to panel and communicate outcomes to applicants

- Administer CDS
  - Explain payment system to students
  - Liaise with external training providers re fees and sponsorship
  - Support students with UK student visa applications
  - Add and maintain students' details and CDS information on Maytas database
  - Book funded flights
  - Process student claims
  - Report to CDS panel on student progress

- Manage CDS budget
  - Monitor CDS funding expenditure against budget (£225k annually)
  - Report actuals and forecast to Director and to CDS panel
  - Advise Director on the usage of the budget and likely capacity for acceptance of new applications

- Cover the Further and Higher Education funding scheme administration as required

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

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Additional Information

- 4 Education Board meetings a year
- 11 CDS panel meetings
- Approximately 50 CDS active students at any time and 3 to 10 applicants a month

Criminal Record Checks

Falkland Islands Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices, and potential employees will be required to undergo pre-employment checks. Posts are subject to satisfactory checks and references.

This post is a "sensitive" post. All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Person Specification:	Education Officer		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Knowledge, Skills & Experience			
A minimum of 5 years' experience in office administration or education business support	✓		A/I/R
Excellent organisational, planning and analytical skills	✓		A/I
Excellent verbal and written communication skills	✓		A/I
Effective report writing skills	✓		A/I
Able to maintain confidentiality at all times	✓		A/I/R
Experience of preparing and managing budgets	✓		A/I
Experienced and proficient user of Word and Excel	✓		A/I
Experienced in using minute taking technology e.g. Plaud		✓	A/I
Working knowledge of SIMs, Maytas or other education systems		✓	A/I
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Sound judgement and decision-making skills	✓		I/R
Methodical and accurate	✓		I/R
Curious about new ways of working e.g. technology tools	✓		I/R
Willingness to assist in all aspects of the Education Office's activities as required	✓		I/R
Qualifications & Professional Membership:			
Level 3 qualification in business subject	✓		A
English and maths GCSEs at Grade C/4 or higher,	✓		A
Valid driving licence	✓		A
Level 1/2 in safeguarding and child protection		✓	A
Equivalent combinations of educational qualifications and career experience will be considered			
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form I - Selection Interview R – Reference O - Other