

Background Information for Educational Administration

Woodbrooke was founded in 1903 as a response to the educational needs of a religious society – Quakers, or the Religious Society of Friends – which has no paid ministers or other leaders. It was felt essential that the membership should be as well informed as possible: ‘We shall never thrive on ignorance’ (J.J.Gurney). John Wilhelm Rowntree was a major figure in the inspirational drive which led George Cadbury to offer his home for the purpose of education Quakers and others.

Many students from all round the world come to Woodbrooke, and it has welcomed leading thinkers, philanthropists, religious figures and others to extend the understanding and knowledge of participants on our courses.

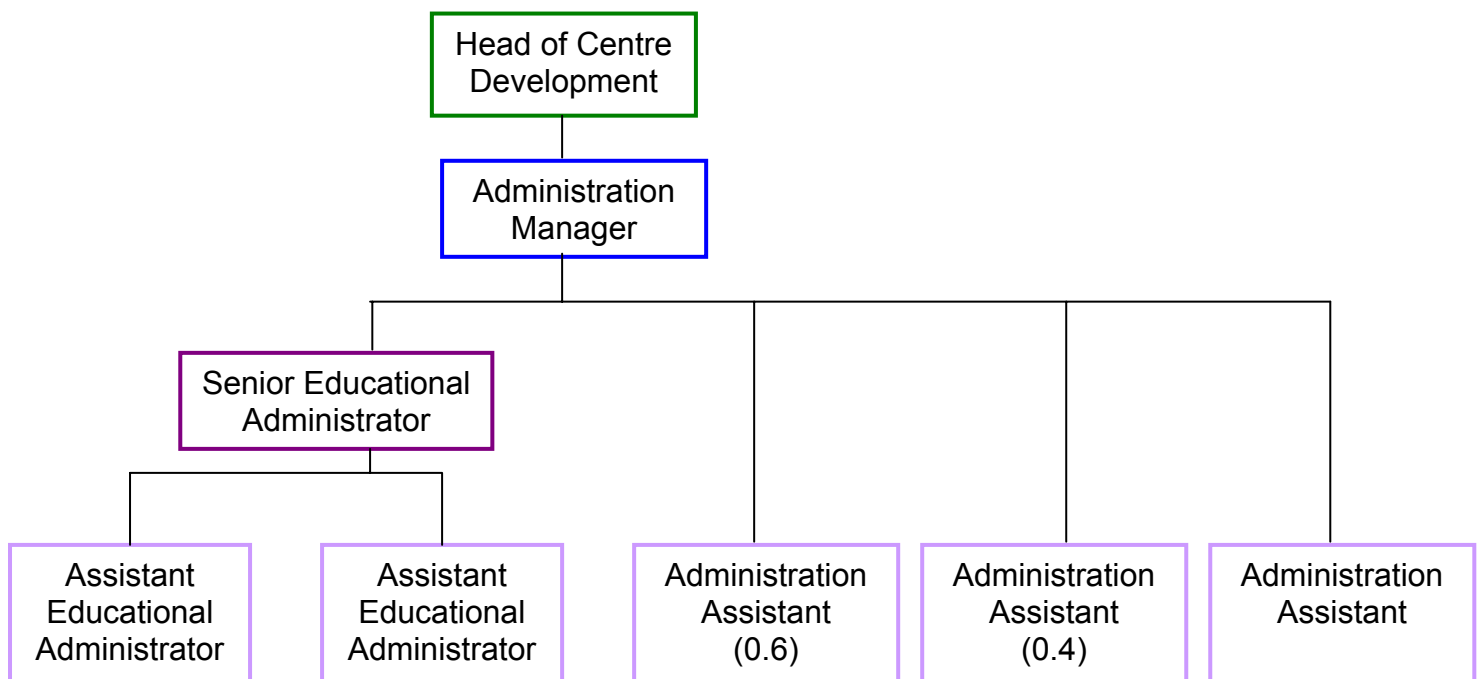
In 1999 Woodbrooke laid down its term-based pattern of study in favour of a year-round programme of short courses, as advertised in the course brochure and on line; and made its facilities more widely available. It has gradually, over the past ten years, expanded its programme of off-site courses, and has grown its conferencing/meeting business considerably. Most of the conference purchasers come from the ‘third sector’ representing charitable and ‘not for profit’ organisations.

The Marketing office handles the conferencing business, but the Administration office deals with all the other details, including the management of our 70 bedrooms and the recruitment to and management of our courses. It is key to the efficient and successful operation of Woodbrooke. In addition to the Administration Manager the team includes a Senior Educational Administrator, two Assistant Education Administrators and two Administrative Assistant posts, one of which is currently filled with two people job sharing. The diagram below shows the format of the Administration Team.

Over the past few years Woodbrooke has been undertaking a serious refurbishment programme, to include work to turn all the bedrooms en suite, and has been accredited with the prestigious quality service award, Hospitality Assured, and is working toward a Gold Accreditation with the Meetings Industry Association. Our aim is to continue to grow our business and improve the quality of our service.

Further information on Quakers can be found on: www.quaker.org.uk

Only candidates invited for interview will be contacted by Woodbrooke Quaker Study Centre. We are sorry that we shall be unable to send acknowledgements of applications.



Woodbrooke: Staff Job Description

Job Title: Assistant Educational Administrator

Salary: £14,724 per annum plus benefits

Accountable to: Senior Educational Administrator

Responsibilities:

Education Support

To ensure the smooth running of all administration for our on-site and off-site educational activities the postholder will work with the Senior Educational Administrator to

- communicate with tutors and associate tutors to establish details for on-site courses.
- ensure timely receipt of brochure text for courses, and enter information on the Filemaker Database.
- make practical arrangements with local organisations and tutors for off-site courses.
- use information supplied by tutors to create course programmes, and undertake all administration required in preparation for the arrival of the participants.
- Be a point of contact for answering enquiries about courses and Woodbrooke's education programme before referring to the appropriate member of the Programmes Team as necessary.
- take bookings, including payments and subsequent credit control.
- ensure good administrative support for all Woodbrooke's education projects.
- type and copy course materials supplied by tutors, e.g. teaching handouts.
- maintain processes that promote maximum enrolment on all courses in liaison with the Administration Manager and the Senior Educational Administrator.
- liaise with other departments (e.g. catering, housekeeping, marketing, finance) to ensure accurate information is provided.

General

This postholder will work in the administration office at Woodbrooke and be part of the general team. Although the main focus of the work will be to support the educational function here the expectation is that they will also participate in the general work of the office. They will be expected to

- ensure year-round cover of essential functions and take a share in general office duties as agreed with the Administration Manager.
- Other appropriate tasks as may be requested by Administration Manager and members of the management team.

Bookshop

Woodbrooke operates a small bookshop selling books of special interest to participants on Quaker courses. The responsibility for the selection of books to be stocked lies with the Programmes team, but the postholder is expected to

- Assisting with the routines of running Woodbrooke's small bookstall in the absence of the Senior Educational Administrator, and in liaison with the responsible tutor.

Hours of work

The hours of work are 35 per week. The administration office is normally open from 8.30am to 5pm, Monday to Friday, but when we are busy it is also open to 7pm and for some hours over a weekend to provide administrative support. This post will be expected to participate in the rota for these hours that is spread between the five members of the team.

Annual leave

Woodbrooke offers 33 days holiday per annum including paid statutory holidays.

Fixed Term Contract

Due to the funding for this post, this is a fixed term contract until 31 December 2013.

Job Title: Assistant Educational Administrator

EDUCATIONAL QUALIFICATIONS

We would normally expect an applicant to be educated to at least post-A level standard or the equivalent. However, we recognise that a wide range of qualifications may be appropriate for this post, and also that good experience counts for a great deal.

PERSON SPECIFICATION

Essential

You will have demonstrably sound practical administrative skills, including accurate keyboard skills and an eye for detail.

You will have excellent written and oral communications skills in English, and a good level of numeracy.

You will have some understanding of relational databases (experience of Filemaker Pro an advantage) and have an appreciation of how data can be mined.

You will be experienced in administrative duties, preferably gained in a busy environment and be comfortable working to deadlines.

Desirable

You will enjoy acting on your own initiative and be willing to be pro-active in finding solutions to problems, whilst at the same time appreciating a collaborative working environment.

You will be in sympathy with the ethos and values of Quakers, and may be a member of the Society of Friends.



Woodbrooke

Quaker Study Centre

1046 Bristol Road
Birmingham
B29 6LJ
UK

Tel: +44 (0)121 472 5171
Fax: +44 (0)121 472 5173
Email: enquiries@woodbrooke.org.uk
Web: www.woodbrooke.org.uk

Application for employment

*Please complete **all sections of the form**, writing “none” where appropriate, and use **black ink**.*

Position applied for:

If offered this position, when would you be able to take up employment?

.....

Where did you hear about this vacancy?

.....

Please return the completed form, marked ‘Assistant Educational Administrator, Confidential’, to:

To
Deborah Gulliver, Senior Educational Administrator
Woodbrooke Quaker Study Centre
1046 Bristol Road
Birmingham
B29 6LJ

OR

Email to: deborah.gulliver@woodbrooke.org.uk

Please return by 10:00am on Tuesday 3 August;
Interviews will be held on Tuesday 10 August

In order to minimise administration costs, please be aware that we will only be contacting short listed candidates.

EDUCATION AND QUALIFICATIONS
Please attach additional sheets if necessary

Secondary school(s) – since age 11 *(Most recent first)*

Name of School	Address	Dates of starting and leaving	Exams passed, such as O level, GCSE, A level, GNVQ, etc.

Further/higher education or apprenticeship *(most recent first)*

Name of college or university	Address	Dates of starting and leaving	Qualifications gained

Occupational or vocational qualifications gained, including membership of a professional body or institute *(most recent first)*

Professional body or institute	Address	Date obtained	Qualification gained/ level of membership

Other relevant skills, knowledge or experience

Any other skills, qualifications or activities which may be relevant to the position applied for – such as languages spoken, management experience, public offices held, positions of responsibility outside work or day-release or evening courses successfully completed

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WORK AND EMPLOYMENT

Employment status: Are you currently: employed?
 self-employed?
 unemployed?
 doing voluntary work?
 retired?

Employment – most recent first (if necessary, add an additional sheet)

Name and address of your employer	Job title and principal duties	Dates of starting and leaving	Reason for leaving and final salary

Self-employment

Type of work undertaken	Names of the organisations and businesses for which the work was undertaken – list the main ones	Dates of self-employment

Voluntary work

Type of work undertaken	Names of the organisations for whom you have worked	Dates when the work was undertaken

REASONS FOR YOUR APPLICATION
Please attach additional sheets if necessary

Please give your reasons for applying for this post and what you think you can bring to it.

You may also wish to use this space for anything you feel has not been adequately covered elsewhere in this section

ADDITIONAL PERSONAL DETAILS

Are you in good health?

Yes / No

How many days of sickness absence have you had in the past two years?

Please give details:

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Is there anything about your health which you feel we ought to know? Please give details:

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Are there any special requirements that we need to know about to ensure you are able to attend the interview and carry out written or presentational tasks if required at Woodbrooke?

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Have you ever been convicted of a criminal offence?

Yes / No

(Declaration subject to the terms of the Rehabilitation of Offenders Act 1974)

REFERENCES

Please give details of two referees (not relatives) who have known you for at least two years and can comment on your work experience. One must be your present or most recent employer.

If you do not wish an approach to be made to either referee at this stage, please enter a cross in the box alongside their name.

Name: <input type="checkbox"/>	Name: <input type="checkbox"/>
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Email:	Email:
Position:	Position:
Relationship to you:	Relationship to you:
If either referee knows you by another name, please give details:	

DECLARATION

I confirm that the information given on this form is true and comprehensive and that no information that might affect a recruitment decision has been knowingly withheld. I understand that any false statement or significant omission on my part may be sufficient cause for rejection or, if employed, for dismissal.

In respect of the Data Protection Act 1998, I understand that the data given will be processed for internal purposes only and I hereby consent to Sensitive Personal Data being held and processed by the Centre.

I understand that any offer of employment is conditional upon:

- satisfactory references being obtained*
- evidence of academic / professional qualifications*
- satisfactory medical status*

Signed:	Date:
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RECRUITMENT MONITORING

Position Applied for:

Date:

Woodbrooke is committed to a policy of equal opportunity in its employment practices. Applicants are therefore requested to indicate how they would describe themselves in terms of ethnic origin and religious denomination, as well as giving details of their age, gender, marital status and any disabilities.

Monitoring is recommended by the various Codes of Practice for the elimination of discrimination. The information provided will be used solely for monitoring purposes and will remain confidential.

Date of birth/...../.....

Male/female

Marital status.....

Ethnic origin

Religious denomination or faith

Do you have any disabilities which may affect your application? Yes / No If 'Yes', please:

Briefly describe your disabilities	
Describe any reasonable adjustments which you feel may need to be made to enable you to carry out the job	