

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Cognassist Administrator	Post Number:	CS0874P
Daily Supervision:	Assessment and Support Co-ordinator	Grade:	CSS Grade 3
Department:	Student Services	Last Updated:	January 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To provide day to day full and confidential secretarial and administrative support to the Assessment and Support team, including Cognassist administration duties and additional learning support claims.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible to the SEND Manager for the establishment and maintenance of all data and administrative systems, including Cognassist.
2. Take an innovative approach to developing the work within the Directorate.
3. To ensure efficient and effective communication flow
4. To organise, attend and minute meetings as required.
5. To liaise and work with cross-college departments as required.
6. To maintain quality standards appropriate to the post.
7. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
8. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
9. To deliver Cognassist and Student Services apprenticeship induction as required.
10. Provide Cognassist ALS training and support for relevant staff.
11. To maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post.
13. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

Knowledge		PSM
1	NVQ in Business Administration (Level 3 or higher) or the willingness to work towards this	A/I
2	5 GCSEs at Grade C (Grade 4) or equivalent (including Maths and English) or equivalent	A/I

Skills/Abilities – Interpersonal		PSM
3	The ability to supervise and work as a member of a team	A/I
4	Excellent written and oral communication skills	A/I
5	A sound knowledge of the principles of customer care	A/I
6	The ability to work to strict deadlines	A/I
7	The ability to work in a non discriminatory manner	A/I

Experience		PSM
8	Recent relevant administrative experience	A/I
9	Practical experience of using relevant software packages, i.e. word processing, spreadsheets, databases and Cognassist	A/I

Work Related Circumstances		PSM
10	The ability and willingness to undertake relevant staff development	A/I

Skills/Abilities - Other		PSM
11	Excellent organisational skills	A/I
12	The ability to maintain and develop data and administrative systems	A/I
13	The ability to work using own initiative with minimal direct supervision	A/I
14	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By:	Sam Rees
Date:	January 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

