

Student Support Administrator

Clear Links provides an individually tailored Support Worker Service for disabled and dyslexic students in education. We operate nationally from our office on Ecclesall Road in Sheffield.

We are committed to providing the best possible service to students and to ensure their experience of our service is a positive one.

We are looking for a Student Support Administrator to join our team. Experience is preferable but not essential and a full training programme will be provided for the new member of staff.

The Person

We are looking for someone who has:

- A passion for first class customer service
- Excellent communication and interpersonal skills
- The ability to work to a high standard under pressure
- Confidence and competence in undertaking administrative tasks.
- Self-motivation and good organisational and time management skills
- Excellent attention to detail

The Role

We have a team of Student Support Administrators based in our office.

The role involves:

- Managing a case load of students
- Matching and assigning support workers to students
- Dealing with telephone and email queries from students and support workers
- Monitoring arrangements, take up and delivery of support
- Supervising and providing guidance to support workers to ensure good practice and to develop their knowledge and skills
- Record keeping, data maintenance and other administrative tasks
- Liaising with educational institutions and funding bodies
- Delivering a high quality service to all stakeholders

Job Type

- Permanent
- Full-time - 9am to 5pm Monday to Friday
- Salary - £19,352