

Bursary and Transport Advisor

Job Description

Area	: Marketing and School Partnerships
Salary	: £22,556 – £25,505 (<i>pro rata per annum</i>)
Hours of Work (Full-time/Part-time)	: 25 hours per week
Line Manager	: Bursary & Transport Supervisor
Responsibility for	: Co-ordination and administration of bursary services
	: Co-ordination and administration of transport services
	: Promoting the welfare of children and young services

Main Purpose of Job:

To provide excellent co-ordination of bursary and transport services ensuring that the provision:

- Meets the needs of learners, employers and other stakeholders.
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction.
- Is effective, efficient and provides excellent value for money.
- Reflects the vision, mission, aims and values of the College.
- Is innovative, developmental and sector leading.
- Promotes a culture of excellence and equality.
- Is judged as outstanding at next Ofsted/QAA Inspections (*if applicable*).

The post-holder will be a member of the Marketing and School Partnerships team.

Key Duties and Responsibilities:

1. Support fully at all times the College's Vision and Objectives.
2. Plan transport routes and services to meet need and liaise with the Bursary and Transport Supervisor in relation to contracts.
3. Act as the College representative and have an effective input to external transport and other relevant meetings.
4. Attend open evenings and other events to provide specialist information to potential learners.
5. Provide front line liaison with learners and parents, handling day-to-day enquiries.
6. Process applications and issue transport passes to learners using public and College transport routes and monitor as required (*including regular pass checks*).

7. Ensure the efficient and effective operation of private and public service provision through close liaison with coach operators, their drivers and public service operators.
8. Maintain up-to-date records for learner transport including costs/passenger numbers etc.
9. Providing regular comprehensive and tailored transport data related reports for the Bursary and Transport Supervisor.
10. Calculate and record attendance related refunds to non-bursary learners using public transport.
11. Effective resolution of transport complaints by learners/parents and operators, liaising with the Bursary and Transport Supervisor where necessary.
12. Advise existing and potential learners, including overseas learners on a variety of welfare, financial and accommodation issues, referring to specialist agencies or other outside bodies if and when appropriate.
13. Administer the bursary scheme, free college meals scheme, AEB discretionary fund and Advanced Learner Loan Bursary and other College funds using the MIS module as appropriate.
14. Advise potential and existing HE learners on applications for learner awards including mandatory and discretionary grants, loans and tuition fees.
15. Develop communication streams to encourage the take up of under-utilised funds.
16. Generate reports from within the MIS system module to assist with reconciling scheme activity as required.
17. Deal with queries from learners and College staff in relation to the Bursary Scheme, AEB discretionary fund and the Advanced Learner Loan bursary payments and general enrolment, ensuring that relevant and timely advice is provided.
18. Liaise with other staff on welfare and financial issues that may have an impact on their learner services.

Generic:

1. Support and promote a culture of innovation, excellence and equality.
2. Comply with College policies, procedures and agreements.
3. Contribute to the risk management of the College.
4. Support and follow the College's strategies on equality, diversity and safeguarding.
5. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
6. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
7. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Bursary and Transport Advisor

Person Specification

Assessment Method

Application Form

*Test

Interview and
Presentation

Psychometric Testing

Qualification

References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Assessment Method						
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification	References	
Education and Qualifications						
<u>Essential</u>						
• 5 GCSE's including English and Maths	✓				✓	
<u>Desirable</u>						
• Evidence of on-going professional development	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Previous office/administrative experience	✓		✓			
• Excellent organisational skills			✓			✓
• Excellent time management	✓		✓			✓
• Pleasant and approachable personality			✓			
• Appropriate level of digital literacy	✓		✓			
• Understanding of their responsibilities towards safeguarding	✓		✓			
<u>Desirable</u>						
• First Aid Certificate	✓		✓		✓	
Personal Attributes						
<u>Essential</u>						
• Excellent communication skills			✓			✓
• Excellent team player with a can-do attitude			✓			✓

• A desire to support all staff to enable them to carry out their duties			✓			
• Commitment to on-going professional development			✓			
• Flexibility and ability to work under pressure			✓			
• Calm under pressure and able to deal effectively with emergency situations	✓	✓	✓			

Updated: Dec 2023