

**NORTH LINCOLNSHIRE COUNCIL**

**CORPORATE SERVICES CABINET MEMBER**

**YOUNG PEOPLE'S EDUCATION CENTRE – ADMINISTRATION ASSISTANT**

**1. OBJECT AND BRIEF SUMMARY OF SUBJECT**

To seek approval to create a part-time post of administration assistant to provide a secretarial/admin function within the Young People's Education Centre.

**2. BACKGROUND INFORMATION**

- 2.1. Since the Amalgamation of the Young People's Education Centre and Newdown Personalised Learning Suite the need for support to ensure the smooth day to day handling of administration across both sites, has become paramount.
- 2.2. The newly appointed Business Managers time is taken with budgeting and financial strategy and therefore the need has arisen for a competent person to provide an effective secretarial and administrative function at the Young People's Education Centre.

**3. OPTIONS FOR CONSIDERATION**

- 3.1. The creation of this post will support the Young People's Education Centre, mainstream links schools and vulnerable students placed in these provisions.
- 3.2. Money is available for this post in the 2008 budget and funding will also be supplemented by the Engagement Project, as a percentage of administration time will be taken by this project.

**4. ANALYSIS OF OPTIONS**

- 4.1. Not to establish the post would be detrimental to the efficient running of the Centre and is an ineffective use of the Business Managers time. It will be extremely difficult for the Business Manager to perform her duties at a

professional level, and will seriously hamper the day to day running of these education provisions.

4.2. It will also raise difficulties for the Engagement project team and thus vulnerable young people who they have given access to learning.

4.3. To establish the post would provide effective administrative support for the Centre and allow the Business Manager to undertake her role to the full.

## **5. RESOURCE AND OTHER IMPLICATIONS**

### 5.3. Financial

The job description of Administrative Assistant has been evaluated under the council Job Evaluation Scheme at Grade 3

The cost of establishing this post will be £8915 including 29.5% on-costs and based on the mid point scale. Funding is available from the Centre's budget.

### 5.2. Staffing

The report seeks to establish a 23 hour per week, term-time post of administrative assistant.

### 5.3. Statutory

There are no statutory implications.

### 5.4. Environmental and other

There are no other implications.

## **6. OUTCOMES OF CONSULTATION**

6.1. The unions have been consulted and no comments have been received.

## **7. RECOMMENDATIONS**

7.1. That the Corporate Services Cabinet Member approves the establishment of a part-time post of Administrative Assistant, grade 3 as outlined in the report.

SERVICE DIRECTOR LEARNING, SCHOOLS AND COMMUNITIES

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**Background Papers used in the preparation of this report:** None