



BPP Job Description

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| Job Title | PD Administrator |
| Department | Facilities & Customer Services |
| Location | Jersey |
| Additional details | Office-based in Jersey, Channel Islands |
| Travel requirements | None |
| Contract type | Part time and permanent |
| Hours of work per week | Hours are from 9.00 am to 1.00 pm Monday to Friday, totalling 20 hours |
| Reporting lines | Hannah Wicker, PD Manager |

Job Purpose

The Professional Development Administrator reports to the Professional Development Manager and is responsible for maintaining high levels of customer service, processing bookings, creating invoices, answering client queries and using several IT systems to service BPP's clients and students.

Key Responsibilities

The PD Administrator will help keep levels of customer services high through efficient use of technology, collaborating with staff both inside and outside of BPP and ensuring invoices are issued on a timely basis. They will utilise systems such as Administrate, Salesforce, Teams, Xero and Adobe Connect to create bookings for students. The role will include reading, replying to and managing shared email inboxes.

Skills, experience & qualifications required - Essential

Office work and administration, good knowledge of Microsoft (Teams, Word, Excel) and general IT literacy.

Skills, experience & qualifications required - Desirable

Experience in a professional education setting, customer-facing experience preferred.

Pre-employment Checks

- Credit Check
- DBS Check

BPP actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates. BPP will select candidates for interview based on their skills, qualifications and experience. Please note that for those posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake a DBS check in addition to BPP undertaking any necessary online searches. This is deemed appropriate and necessary from a safeguarding perspective, and in line with BPP's safer recruitment practices.