**JOB DESCRIPTION**

Job Title: College Manager

Responsible to: Director of Colleges and Facilities

Job Purpose: To be responsible on a daily basis for the efficient and effective management and development of a NPTC Group of Colleges, designated College/cluster of Colleges.

**Principal Responsibilities**

1. As directed by the Director of Colleges and Facilities, ensure the smooth running of the designated College/cluster of Colleges on a day–to-day basis;
2. To deputise for the Director of Colleges and Facilities as appropriate;
3. To function as the Duty College Manager;
4. To be the first point of contact in relation to College based issues, to liaise with the relevant Head of School/Functional Manager and act as their representative in their absence;
5. In conjunction with the Director of Colleges and Facilities, ensure the effective implementation of all College policies at the College;
6. To liaise with, and to provide effective support, for all Heads of School to ensure learner issues are dealt with appropriately;
7. To liaise with the Heads of School to ensure arrangements and materials are in place to be utilised in the event of staff absence;
8. To ensure students are notified of staff absence and cover arrangements;
9. To liaise effectively with partner schools, local employers and other external agencies;
10. To liaise effectively with Student Support Services as necessary;
11. To have initial on-site responsibility for Estates matters and to liaise with the Facilities Manager and external contractors as necessary;
12. In conjunction with the Health & Safety Manager, to be the appropriately qualified Health and Safety officer for the College/cluster of Colleges and ensure the designated responsibilities are carried out in a timely manner;
13. In the absence of the Head of School, to be the main point of contact for queries from parents of College students;
14. In the absence of the line manager and the Senior Officer: Customer Services and Compliance, to be the main point of contact for any initial Stage 1 complaint made at the College. In liaison with the Head of School/Functional Manager to deal with the complaint effectively. Where this is not possible to escalate the complaint to the Senior Officer: Customer Services and Compliance;
15. To ensure the Senior Officer: Customer Services and Compliance is aware of all complaints made at the College;
16. To promote the College within the regions partner schools;
17. To act as a Link Manager for nominated partner schools in the region;
18. As directed by the Director of Colleges and Facilities, and in liaison with the Marketing & Communications department, to be responsible for the planning and smooth running of events at the College;
19. To teach 150 hours per annum.

**College responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To play an active role in Quality;
4. To contribute to and represent the overall visions and values of the College;
5. To adhere to all College policies and procedures;
6. To undertake professional development as required; and
7. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line manager and the HR Manager which may lead to revisions in light of the operational requirements of the College.