

Role Description

Role Title: Curriculum Administrator	Pay Grade: Grade 5
Normal Place of Work: College Green	Line Manager: Curriculum Admin Team Leader
Normal Working Hours: Full time equivalent hours of 37 per week to be worked on-site	Responsible For: May have a day to day supervision for an apprentice

ROLE PURPOSE

- To provide an efficient, effective and standardised level of cross college curriculum administration support for College Leadership Team.
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- To ensure that all learners, and internal and external customers receive excellent customer service.

PRINCIPAL ACCOUNTABILITIES

- Act as a first point of contact for and respond professionally to queries from colleagues, students, parents, external agencies.
- Support and provide oversight and coordination of daily diary management and meeting arrangements for College Leadership team (CLT) members as required.
- Meeting arrangements, minuting of meetings and the monitoring of action points arising from the meetings.
- The production of documents and reports etc. using the full Microsoft office applications including, Word, Excel, PowerPoint and diary management.
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- Act as a key contact point for other College functions and services in relation to college information and data.
- Effectively use and interpret the information from College systems including, Pro Monitor, Pro Solution and the timetabling systems.
- Act as a first point of contact of reference for the ordering of services, office supplies as required, working within set budgets and to liaison with Finance as necessary.
- Be responsible for the maintenance and development of systems and procedures in both paper/electronic formats to ensure they are organised and up to date.
- Support HE Registrar with Programme Committee Meetings, Panels & Boards Meetings – preparations and follow up.
- To provide cover or peak time activity support for general administrative support.
- Undertake ad hoc projects, as directed and contribute to cross-college working groups.
- Data entry and gathering numerical data to prepare reports and to monitor project as appropriate.
- To undertake ad hoc projects, as directed and contribute to cross-college working groups.

Key Relationships

- All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

<ul style="list-style-type: none"> Heads of Departments 	<ul style="list-style-type: none"> To work collaboratively with managers and curriculum staff to provide an efficient administrative service that supports curriculum functions to operate successfully.
<ul style="list-style-type: none"> Corporate Services Directors 	<ul style="list-style-type: none"> To work collaboratively with functions within corporate services e.g. enrolment, admissions, open events in the sharing and organising of information and activities.
<ul style="list-style-type: none"> Assistant Principal, Further and Higher Education; Director of Apprenticeships and Employer Based Training; Assistant Director of Apprenticeships and Employer Based Training 	<ul style="list-style-type: none"> To provide administrative support to curriculum functions and directives. To identify best options and priorities for support.
<ul style="list-style-type: none"> External Customers and Partners, including employers and parents 	<ul style="list-style-type: none"> To enhance the reputation of the college as a provider of choice.
<ul style="list-style-type: none"> HE Registrar 	<ul style="list-style-type: none"> Support with Programme Committee Meetings, Panels & Boards Meetings – preparations and follow up.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: integrity, respect, ambition and pride

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE at levels A - C including Maths and English or equivalent or NVQ3 in Business Administration. Willing to work towards a level 2 IT qualification.	✓		AF/Cert
ITQ level 2 or equivalent NVQ4 in Business Administration or equivalent.		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of working in industrial, commercial, educational or public sector relevant to the post.	✓		AF/IV
Experience of setting up administrative systems and procedures.	✓		AF/IV
Experience of working in a busy administrative role.	✓		AF/IV
Experience of minute-taking.	✓		AF/IV
Experience of working within a telephony environment.		✓	AF/IV
Experience working with a range of office software, including word-processing, spreadsheet, database and email in a busy office.	✓		AF/IV
Ability to analyse and interpret volumes of data.		✓	AF/IV
Understand and follow policies and procedures.	✓		AF/IV
Knowledge of the FE/HE sector and/or its funding.		✓	AF/IV
SKILLS AND ABILITIES			
Ability to operate a range of office software, including word-processing, spreadsheets, databases and electronic mail.	✓		AF/IV
Ability to ensure accuracy of data.	✓		AF/IV
Good organisational skills.	✓	✓	AF/IV
Evidence of delivering a first class service to a diverse range of customers from initial point of contact		✓	AF/IV
Ability to analyse and interpret data.		✓	AF/IV
Excellent inter-personal skills, clear & positive telephone manner with strong customer focus.	✓		AF/IV
Experience of working as part of a team, but also able to act upon own initiative and to respond positively and creatively to situations under pressure.	✓		AF/IV
Adaptable and willing to show flexibility in changing situations or working with new practices.	✓		AF/IV
Able to work flexible hours and occasional work evening and weekends, when required.	✓		AF/IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Signed

Date