

Regent College

Inspiring.... Achieving.... Progressing....

Principal: Mr P. Wilson

Post: Study Administrator 32.5 hours per week term time only (39 weeks).

Starting Salary: Support Staff Pay Scale point 15. £15,625 – 17. £16,368
(£11,126 - £11,655 = pro rata equivalent)

Responsible to: BTEC Co-Ordinator

Purpose: To provide administrative cover for study periods and manage MiPlace Curriculum information for all divisions.

Key Duties:

- To attend classes and administer class registers for study periods.
- To be responsible for supervising students in study periods.
- To update electronic register system with absence registers and authorised absence.
- To manage MiPlace curriculum information.
- To carry out general administration tasks including (but not limited to) the following:
 - Structuring, uploading and administering resources on MiPlace for independent study sessions
 - Creating interactive resources following instructions from teachers and with approval i.e. quizzes thereby, reinforcing the knowledge for our students.
 - Using MiPlace directs students to relevant websites as per teachers' requests.
 - Ensure that their work is harmonious with our Study Plus team's focus and communicate with them as well as teachers.
 - Take responsibility for chasing BTEC students behind on task completion/hand-ins/absences.
 - Checking attendance registers, liaising with teachers and personal supervisors as well as checking with students.
- To provide cover as appropriate for other administrators and reception.
- Committed to equality, diversity and safeguarding practice with young people and vulnerable adults.
- Any other reasonable duties as requested by Line Manager and SMT members.

Generic Duties:

- To support the College's mission, vision and strategic objectives.
- To implement the College's equal opportunities policies and to actively challenge discrimination on grounds of a protected characteristic or status within the College.
- To participate and contribute to staff development.
- To implement the College's Health and Safety Policies and practices.
- To implement the College's commitment to continuous improvement and its quality assurance process.
- To maintain up-to-date knowledge of current developments in relevant fields of education.

Note:

This job description allocates key duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post and is subject to review following consultation.

Person Specification for Study Administrator

Essential skills, experience and characteristics

- Educated to Level 2 in English and Maths.
- Experience of MiPlace.
- Skill and experience of ensuring electronic work and uploads look tidy, interesting and attractive to students.
- Artistic.
- Effective administration skills.
- Excellent IT skills.

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- Excellent team worker.
- Good communication skills: interpersonal, group, written and verbal.
- Flexibility and the capacity to adapt effectively to rapidly changing situations.
- Fully committed to the ethos and values of the college.
- Computer literate

Desirable skills, experience and characteristics

- Educated to level 2 or above in ICT.
- Experience of administration work in an FE sector college.
- Experience of dealing with 16-18 year olds.

Non Contractual Benefits

- Free use of the sports hall / gym facilities on site.
- Local Government Pension Scheme
- Term time only working.
- Employee assistance programme and wellbeing initiatives.
- Onsite parking.