

Job Summary for Administration Manager



Department: Business Support

Salary: M0 to M05, £39,580 to £45,067 per annum

Job Summary: Newham Sixth Form College (NewVIC) is London's largest sixth form college. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham. Our mission is to create a successful learning community and everything that we do in the college community is informed by our commitment to:

- Ambition: we have the highest expectations of ourselves and our students
- Challenge: we aim consistently for excellence and we are accountable to each other for work and behaviours
- Equality: we respect, value and care for all members of our community

NewVIC was rated as 'good' by Ofsted in 2015 and our results in 2016 include 228 triple distinctions or above and 41% A*-B grades at A level. NewVIC has supported the progression of many thousands of young people to university and employment since it opened in 1992.

As this is a new role for the college we are looking for a proficiently experienced, self-starting successful administration manager who can demonstrate a commitment to excellence and quality to help us build on our success and make a major contribution to the college.

NewVIC is a forward-looking organisation which values all its' staff and working here will give you the opportunity to develop your career and expertise in a successful and innovative student-focused setting.

Closing Date: 12.00 noon, Monday 2 October 2017

Vacancy ID: MP/01

Application Form: For an application form please visit our website www.newvic.ac.uk, or email jobs@newvic.ac.uk

To apply for this vacancy please complete the application form available from www.fejobs.com or www.newvic.ac.uk Applications can be submitted on-line emailed to jobs@newvic.ac.uk or posted to Human Resources, Newham Sixth Form College, Prince Regent Lane, London, E13 8SG. Please ensure you allow sufficient time for your application to reach us as we cannot accept applications past the closing date/time.

Candidates are shortlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below.

Longlisted candidates will be invited in for a selection day. This is likely to include a briefing, a written assessment, a practical test, group activities and an interview by students. After this range of activities has been completed there will be a shortlisting process and selected candidates will have a formal interview with senior managers and one or more representatives from the governing body.

Job Description for Administration Manager

Reports to: Director of Finance & Resource

To line Manage: College Administration, Business & Curriculum Support

Job purpose

- To lead and manage the cross-college administration team leaders, ensuring that these areas meet the college's standards and targets.
- To ensure high quality administrative support for the Principal, other members of the Senior Leadership Team including Associate Principals and Curriculum Managers.
- To establish an ethos of excellence, responsiveness and efficiency within College Administration, Business Support and Curriculum Support and keep these services under review.
- To support the Clerk to the Corporation and college governors in ensuring good governance of the college.
- To support and promote the delivery of high quality administration support for all across the college.
- To attend College Management Team group meetings.

Main duties and responsibilities

- To provide leadership and support in the development of best practice and continuous improvement of the college's administrative processes.
- To support the Director of Finance and Resources in the overall management of College Administration and to work as a member of a team sharing general site supervision, this can include some evening duties.
- To manage cross-college team leaders and where appropriate ensure that all college policies are followed.
- To appraise staff and ensure that there is an effective staff training and development programme which supports the development and delivery of effective administration at the college.
- To support the Curriculum Managers in the effective use of Pro-monitor and other monitoring and record-keeping systems across curriculum areas including registers, student reports and references.
- To ensure that observation schedules and reports meet the college quality requirements.
- To support Curriculum Managers in planning, staffing and rooming the college's annual programme of courses and timetables.
- To support the development and maintenance of consistent Quality Assurance and internal verification processes linking, as appropriate, with external verifiers and the awarding bodies.
- To support the monitoring of expenditure for Curriculum Managers as required.
- To contribute to organising major college events and processes such as Open Days and awards evenings.
- To support effective stakeholder relationships as appropriate

Expectations of the post holder

- An understanding of the contribution made by high quality administration systems to the success of an educational provider.
- A good understanding of the college Equality & Diversity Policy and commitment to promote this in all aspects of their work.
- Strong understanding of quality assurance, customer care and continuous improvement in all aspects of their work in keeping with the college's quality assurance procedures and systems.
- Commitment to professional self-development, through participation in in-service training as necessary.
- A willingness to undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations.
- A commitment to comply with college Health and Safety policies and procedures and to undertake recommended Health and Safety and First Aid training as and when necessary.
- To participate in enrolment duties, open days, parents' evenings, student performances and other such activities that are essential parts of the annual cycle of events supporting successful teaching and learning.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the college.

Person Specification for Administration Manager

The requirements detailed below are all essential unless stated otherwise.

Qualifications and experience

1. Degree or equivalent, professional administrative qualifications desirable.
2. Evidence of a personal commitment to professional development and training.
3. Successful management experience, strong leadership skills including the ability to work in & to lead teams, to motivate, & develop staff, carry out appraisals and to relate well to young people.
4. Successful evidence of having led change, innovation or improvement.
5. Experience of managing customer or stakeholder relationships in a range of contexts.

Knowledge and understanding

1. Knowledge and understanding of the education system, preferably post-16.
2. An understanding of quality assurance and the processes necessary to ensure the delivery of high quality education.
3. Up-to-date knowledge and experience of administrative systems and management methods.
4. An understanding of the needs and challenges faced by young people from diverse and disadvantaged backgrounds.
5. A commitment to the college's Equality and Diversity Policy, and an understanding of the implications of the college's duty of care and support towards its students.

Skills and abilities

1. The ability to promote continuous improvement in the quality of the work of the college and to raise standards of administration across the college.
2. Leadership skills and the ability to motivate and inspire colleagues and relate well to governors and young people.
3. The ability to influence direct reports and college staff to bring about change.
4. The ability to analyse and effectively use complex data for improvement.
5. Excellent oral and written communication skills and the ability to communicate and work effectively with staff across the college from all parts of the college at every level and to win their confidence.
6. Excellent planning, organisation, IT and administrative skills, the ability to see projects through to a successful conclusion, and a consistently high level of efficiency.
7. The ability to maintain integrity, trust and discretion and to sustain a professional approach at all times
8. A capacity for hard work, the ability to take initiative, a flexible approach and the ability to implement change.

Other Information

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college's Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment and substances in accordance with training and instruction and the reporting of serious dangers to your own or others' safety.

Equality – the post-holder must be committed to the college's Equality and Diversity Policy and advancing equality through our Equality Objectives.

Performance – the post-holder will be required to participate in performance reviews and undertake a plan of training where necessary.

NewVic supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.

There is an induction programme for new staff.

Confirmation of appointment is subject to a satisfactory 10 month probation period.

The post-holder will be required to adhere to College policies and procedures.

This post is eligible for membership of the Local Government Pension Scheme (LGPS).

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with the post- holder's level, wherever they may be, to achieve the objectives of the College.

The college operates a smoke-free policy and the post-holder is prohibited from smoking in any of the college's buildings, enclosed spaces within the buildings, and college vehicles. Staff will not be released for a break that is specifically for smoking.

The post-holder will be entitled to 32 days' annual leave per annum plus 3 additional days allocated at Christmas.

The post-holder will be required to work such additional hours as may be needed to enable him/her to discharge their duties effectively.

The post-holder will be required to have a clearance from the Disclosure and Barring Services. Criminal convictions will only be taken into account when they are relevant to the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment and participate in statutory training.

- **Useful websites:**

NewVIC

www.newvic.ac.uk

The college's own website

The 2015 Ofsted inspection report on NewVIC

<http://www.newvic.ac.uk/news/publications/Ofstedinspection2015.pdf>

Newham Council

www.newham.gov.uk

The website of Newham Council