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| **Job Description** | **H:\Seevic logo_rgb.jpg** |

**Post:** Curriculum Administrator

**Reports to:** ProjectSupport Officer

**Hours of work:** 37 hours

**Main purpose of job**

To provide an effective and efficient level of cross college administrative support, demonstrated and delivered by working collaboratively and flexibly within the central Administration function.

**Duties and responsibilities**

* Act as first point of contact and respond professionally to queries from parents, students and cross College colleagues and external agencies as appropriate.
* Production of high quality documents and reports using the Microsoft office applications including Word, Excel and PowerPoint.
* Proactive management and maintenance of central databases e.g. staff, activities, trips, cover etc., including completion of associated tasks, documentation and communication in liaison with Heads of Learning.
* Proactive management of active complaints working methodically with Heads of Learning to ensure timely resolution.
* Proactive management of allocated Curriculum events including completion of logistical tasks in liaison with relevant teams cross College.
* Co-ordination of learning resources including stock taking, replenishing and ordering stationery, recording/filing of resources ensuring timely processing of invoices in liaison with Finance and following up of any outstanding deliveries.
* Management of Curriculum meetings including organisation, distribution of papers, minuting of meetings and monitoring of action points arising from the meetings.
* Proactive management of Head of Learning diaries and facilitation of internal and external meetings as requested including meet and greet, room booking, car parking, etc.
* Provision of technical assistance where necessary for regularly used systems e.g. ProMonitor (training to be provided).
* Participation in College events including Parent evenings, Open evenings and Enrolment including collation and dissemination of information where required.
* Administrative support with completing and finalising timetables including liaison with MIS to ensure changes are centrally recorded and communicated where required.
* Input of data to assist with report production as determined by Curriculum area including production of, collation, copying and distribution of reports where appropriate.
* Administrative support in monitoring of student attendance, maintaining and ensuring the accuracy of student records.
* Assist in following up student absences, taking action where necessary to ensure continuous and effective implementation of the attendance policy including administration/processing of registers.
* Assist with the course work and assessment submission process where relevant including preparation of hand-in sheets, issuing receipts for work and signing hand-in sheets. Proactive follow up with missing students and paperwork where necessary.

**General**

* Maintain a policy of strict confidentiality concerning all sensitive issues relating to staff, student and management, to protect the College’s reputation and professionalism.
* To actively promote the College’s Equalities and Diversity policies within all aspects of the post.
* To adhere to and proactively promote the College’s Values and Behaviours at all times.
* To have a comprehensive understanding that Safeguarding including PREVENT is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.
* To carry out supplementary evening or day and or weekend duties as required.
* To comply with the requirements of College Policies and Procedures.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Performance Appraisals.

**The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description.**

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * A good all round standard of education, particularly in English and Communications. * IT qualifications, ECDL or equivalent. | * Recognised Administration qualification * A level / BTEC or equivalent. |
| **Experience and knowledge** | * Recent work in a fast paced office environment within a busy role. * Proactive and high quality organisational and administrative skills including diary management. * A good working knowledge of Microsoft Office and how to apply it effectively, specifically Word and PowerPoint. * Ability to work on own initiative and as part of a team demonstrating an effectively contribution. * Discretion and the ability to handle difficult situations with sensitive efficiency. * An ability to prioritise and work independently, using initiative as appropriate. * Possess effective communication skills and be able to relate to staff and students at all levels. | * Previous experience of working in the FE or Education based industry. |
| **Skills and attributes** | * Respectful * Autonomous and accountable * Open minded and honest * Innovative * Can do attitude * Motivated and inspiring |  |

**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** …………………………………………… **Date**: ………………………………

**Line Manager:** …………………………………………… **Date**: ………………………………