

# Job Description

<b>Post title:</b>	Curriculum Administrator
<b>Responsible to:</b>	Director of Learning
<b>Salary:</b>	AoC Scale Point 21-24 £23,325 – £25,412
<b>Hours:</b>	Full time 35 hours per week

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## **Purpose of Job:**

To provide professional, flexible and effective administrative support to curriculum areas. To demonstrate exceptional levels of efficiency, accuracy and excellent interpersonal skills, for the administration of the curriculum and service to learners and managers. To accurately process information in accordance with Data Protection and funding body guidelines.

## **Main Duties and Responsibilities:**

### Enrolment, Customer Services and Curriculum Support

- Provide a professional, polite and efficient service to learners and staff in the college, dealing with enquiries and transactions either in person, writing or on the phone
- Together with the exams officer and curriculum managers, facilitate and organise the logistics of initial assessment, recording initial assessment outcomes, copying paperwork, sending reminders, signage and booking rooms
- To respond to applications for courses that need interviews - arranging interviews and related correspondence
- Manage and monitor course waiting lists, working with curriculum managers. To ensure waiting list learners are enrolled as soon as a place becomes available and to remove learners from the waiting list if they are no longer interested in a class. Ensure curriculum managers have accurate real time information about learner demand to support in-year programme planning
- Alert learners to course cancellations and changes via phone, e-mail or text
- Organise transfers and refunds as required, working with Curriculum Managers, Learner Services and the Finance Department to facilitate transactions.
- Administer the annual learner survey and work with Learner Support to maximise opportunities for learner feedback
- Help with the organisation and staffing of College events in conjunction with the Marketing Manager and other managers as required

- Complete day to day routine office duties, including photocopying, filing, archiving, distribution of posters, learner queries, and tutor enquiries and notifications to tutors, some of which will be confidential.
- Set up tutor course folders as required
- Prepare documents using a variety of presentation methods, e.g. word processing, spreadsheets, databases.
- Order, receive and distribute stationery and teaching equipment for curriculum.
- Prepare agendas and take accurate and effective minutes for Directors of Learning team meetings and send out e-mails to staff as requested
- To attend and contribute to internal and external meetings, including team meetings and training events, representing the college where required
- To develop effective working relationships internally and where appropriate, with external partners
- Contribute to the efficient operation of Central Services and Curriculum Administration in reviewing and updating operational procedures, forms and information, held either in document format or on the electronic systems
- Deal with complaints from customers, clients, staff or the public promptly and in accordance with the College's complaints procedures, logging appropriately
- Adhere to the College's positive commitment to inclusivity and equal opportunities for all users at all times

#### Information Management

- Enter all aspects of curriculum planning onto the MIS system (EBS), directed by curriculum managers and liaising with MIS and Marketing managers, and use effective strategies to ensure accuracy of all aspects of the course file
- Set up and cancel courses in year
- Book rooms for courses and curriculum meetings
- Carry out administrative tasks related to learner and tutor data held within the central MIS system
- Comply with all of the College's systems and procedures necessary to ensure accurate, complete and robust data, collected and maintained for all of the provision with adherence to Data Protection legislation and funding body guidelines
- To complete requests for reconciliation of data ensuring they are completed promptly and accurately as required

## General

- Undertake appropriate, continuing professional development. To attend relevant or internal meetings as required. To ensure that all activities undertaken are in line with the College's commitment to safeguard and promote the welfare of all
- Promote by consistent example, both internally and externally, the philosophy, values and behaviours of the College. To carry out the duties of the post with due regard to the College's Equal Opportunities policies
- Assist in carrying out the College's Health and Safety policies, practices and legislation and ensure compliance and that safe working practices are adopted at all times
- To display commitment to the protection of safeguarding of vulnerable adults and other stakeholders.
- Carry out other duties commensurate with the post

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS)

The job description is accurate at 1 November 2018 but is subject to change and development in line with the needs of the College

## PERSON SPECIFICATION – Student & Curriculum Administrator

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

		Essential	Desirable	Method of Assessment A – Application form I-Interview T-Test
	<b>Qualifications</b>			
1	Grade “C” or equivalent in GCSE English	✓		A
2	Grade “C” or equivalent in GCSE Maths	✓		A
	<b>Experience</b>			
3	Experience in an administration or customer services role	✓		A/I
4	Experience of using information systems and/or databases, both inputting and obtaining information, to support students in enrolment, advice and guidance	✓		A/I
5	Experience of using Microsoft Office and applications	✓		A/T
6	Experience of working in a complex client centered organisation or education environment		✓	A/I
7	Experience of identifying and implementing improvements to an organisation’s systems and processes in an administrative role and contributing to service-wide improvements	✓		A/I
	<b>Skills and Abilities</b>			
8	A commitment to develop and deliver support services to the highest possible standard	✓		A/I
9	Excellent IT skills and ability to use Microsoft Office applications and databases to maximise accuracy and efficiency of all aspects of administrative work	✓		A/T
10	Excellent oral, written and interpersonal and communication skills, with the ability to relate to staff and learners with different needs	✓		A/T
11	A methodical approach to work with a high attention to detail and accuracy including data inputting	✓		A/I
12	A flexible approach to work and working hours having the ability to work proactively without supervision	✓		A/I
13	A friendly, patient and tolerant personality with the ability to work as part of a team, to establish effective	✓		A/I

	working relationships			
14	Ability to multi-task in order to meet deadlines	✓		A/I
	<b><i>Knowledge and Understanding</i></b>			
15	An understanding of the importance of data validity and reliability in data inputting	✓		A/I
16	An understanding of and commitment to the principles of Equality and Diversity and how they apply in practice	✓		A/I

## APPLICATION AND PROCESS

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work

Good luck and we look forward to receiving your application

### How to Apply

To apply, please download the application form from our website [www.wmcollege.ac.uk](http://www.wmcollege.ac.uk). Once you have completed your application form, you can either email it back to [nionak@wmcollege.ac.uk](mailto:nionak@wmcollege.ac.uk) or send it by post to:

Niona Kavuma  
HR Officer  
Working Men's College  
44 Crowndale Road  
NW1 1TR

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

**Closing date: Monday 28 January 2019 at 10.00am.**

**Interviews and assessment will take place on 4th February 2019**

### Further information

To find out more about this role, please contact  
Niona Kavuma (HR Officer) on: 020 7255 4728  
or by email: [nionak@wmcollege.ac.uk](mailto:nionak@wmcollege.ac.uk)

## **EMPLOYEE BENEFITS PACKAGE**

The benefits available to all staff employed at WMC - the Camden College include the following:

- Competitive salary, paid monthly
- Teachers' Pension Scheme (for teaching staff)
- Contributory group personal pension scheme (for non-teaching staff) with contribution rates of 2.4% net from employee and 5% from employer
- Generous annual leave entitlement
- Interest free season ticket loan
- Full CPD programme reflecting individual needs and aspirations
- Cycle to work scheme
- Reduced fees for access to College classes (terms and conditions apply)
- Employee Assistance Programme
- Death in service benefit insurance (providing 2 x salary cover)
- On-site café
- Family friendly HR policies