

February 2018

Dear Applicant,

Thank you for your interest in the post of **Curriculum Administrator**.

The following documents will assist you in your application:

- Job Description and Job information
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> and as a hard copy from Personnel Services – personnel@godalming.ac.uk

The closing date for receipt of applications is **Thursday 15th February 2018 at 9am.**

Completing your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

You may return your application form either by post or by e-mail as an attachment to personnel@godalming.ac.uk

Short-listing and interview arrangements

Since we will not be able to respond to all applicants, if you have not been contacted by **22nd February**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews Tuesday 27th February and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

JOB DESCRIPTION

Post Title	Curriculum Administrator
Responsible to	Head of Administration
Scale	Scale 4 Support Staff Salary Spine (£21,481 - £23,517 including Fringe)
Hours	Full time (36.42 hours per week, full year)
Annual Leave	22 days annual leave per leave year pro rata (1 st August to 31 st July) – Due to the post holder’s responsibilities and duties we would request no more than 50% of leave is taken during college holidays.

PURPOSE OF THE JOB

To provide Cross College Curriculum administrative support under the direction of the Head of Administration to maintain a high standard of administrative services to enable the provision of high quality education.

DUTIES AND RESPONSIBILITIES

The Administrator will be directly responsible to the Head of Administration for supporting with the delivery of Curriculum administration including the following areas of responsibility:

- Administrative support to the Assistant Principal (Curriculum and Quality) and the Directors of Faculty, particularly arranging meetings, taking minutes and general administration
- Administrative support to the Assistant Principal in making the necessary preparations and arrangements for Parents’ Evenings, the administration of the Parents’ Portal and communication for Parents’ Evenings and Student Reviews
- Administrative support for Directors of Faculty with Senior Tutor/Director of Faculty meetings, Lesson Observation and Learner Voice records, G2G Timetabling information and other operational documentation
- Supporting Departments with organisational administration and communications to parents, particularly via mail merged emails
- Coordination with Heads of Departments and the administration of Coursework Collection as required
- Administration of the Extended Project Qualification working alongside the Head of Department, organisation of mentors, tracking spreadsheet, Coursework Collection and exam entries
- Administration of Work Experience, co-ordination with the Departments, communication with Placement Organisations and parents and liaison with Health and Safety Officer
- Providing administrative support to the Admissions function when required including producing letters and communications to applicants, parents and schools, assisting with the delivery of cross college events such as Let’s Celebrate, G2G Events, Arts Festival, Open Evening, Course Advice Sessions and Enrolment
- Provide cover for both Student and Main Reception as and when required
- Assisting staff and students with routine enquiries
- Dealing with telephone enquiries from parents or guardians and any other outside agencies on behalf of the College and to pass messages to the appropriate person
- Managing and routing office communications, letters and documents
- Maintaining up to date and accurate student records in accordance with College policy
- The typing of correspondence, reports, bulletins, schedules, agendas and minutes much of which will be confidential
- Welcoming visitors to the College on behalf of the Assistant Principal and Senior Management Team

The Administrator will undertake other duties as agreed between the post-holder and the Head of Administration

PERSON SPECIFICATION

This section describes the type of person that we would expect to apply and also provides an objective means of comparing candidates during the selection process. It should not be regarded as a comprehensive list of all that is relevant, nor will it necessarily be expected that the successful candidate will display all of these features.

Personal Qualities

- Organised, professional, approachable and responsive
- Able to work with a broad range of people including staff, students, parents and those from other organisations
- Flexible and adaptable in response to managers' needs for support and different work methods
- Enjoys working as part of a team but can also work independently
- Ability to remain calm and decisive in time-pressured or difficult situations
- Ability to maintain strict confidentiality

Skills

- Excellent organisational skills: to be able to identify and prioritise work to meet deadlines
- Good interpersonal skills and ability to communicate effectively both verbally and in written correspondence
- Accuracy and attention to detail
- Advanced IT skills with experience of Microsoft Office, including Word, Excel, Outlook, and PowerPoint along with experience in the use of databases to retrieve data and produce reports. Experience in mail merging across Word and Excel is particularly desirable

Qualifications

- Good general education
- PA/Secretarial/Business Administration qualification

Experience

- At least three years' experience of working in a similar administrative role
- Experience of events management
- Strong computing skills, including significant experience working with Word, Excel and Outlook, particularly competent with Mail Merge
- Highly organised: demonstrated ability to manage a portfolio of activities
- Experience of analysing information and presenting reports in a clear and concise way
- Affinity with young people in the 16-19 age group

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

OTHER INFORMATION

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus.

There is catering service available in the Staff Room together with food outlets and coffee shops. An indoor sports facility, including a gym with state of the art fitness training equipment, is available for staff use between the hours of 8am to 5.30pm (when not being used for teaching purposes).

Godalming College Support Staff Payscale September 2017

Scale 1	13	15125
	14	15500
	15	16000
	16	16400

Scale 2	17	16750
	18	17100
	19	17400
	20	17700

Scale 3	21	18143
	22	18513
	23	19113
	24	19792
	25	20477

Scale 4	25	20477
	26	21155
	27	21835
	28	22513

Scale 5	29	23193
	30	23874
	31	24675
	32	25471

Scale 6	33	26356
	34	27236
	35	28118
	36	28995

Senior Officer	37	29795
	38	30594
	39	31396
	40	32196
	41	32994

Management 1	42	33797
	43	34596
	44	35477
	45	36357
	46	37236

Management 2	47	38116
	48	39078
	49	39957
	50	40915
	51	41875

Management 3	52	42836
	53	43797
	54	44759

Management 4	55	45743
	56	46748
	57	47776
	58	48830
	59	49903
	60	51001

Surrey Allowance £1004

To calculate pro-rata payments –

Hours x weeks x annual salary divided by 1659

Example: point 20 scale 2 - £17700 + £1004 = £18704

36.42 hours per week x 39 weeks per year = 1420

1420 x £18704 divided by 1659 = £16009.45 pa = £1334.12 gross per month
paid for 12 months

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

The normal full-time working hours are 36.42 per week

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42