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| **Job Title:** | Curriculum Support Administrator | **Post No:** | 5144 |
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| **School/**  **Directorate:** | Curriculum Support & Operations | **Department/**  **Team:** | Curriculum Support |

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| **Reports to (job):** | Curriculum Support Director |
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| **Responsible for (jobs):** |  |

# Job Purpose

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| **Responsible for providing administrative support and assistance for the Curriculum Support Function across all Shrewsbury College Group Campuses.** |

**Main Responsibilities**

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| 1. 1. | Administering and maintaining the 'At risk' register across Shrewsbury Colleges Group and liaising with the MIS team to develop reports as requested by the Curriculum Support Director. |
| 1. 3. | The administration of the Admissions process across the Shrewsbury Colleges Group. To include communication around applications and decisions, arranging interview schedule and providing information to monitor applications in liaison with the admissions team to include Full Time, Apprenticeships, International and Higher Education. |
| 3. | To work with the Curriculum Support team in the organisation and delivery of Pre-Enrolment, Taster and Admissions Events. |
| 4. | To contribute to the International Admissions process and the administrative tasks associated with International applications |
| 5 | Support the Curriculum Support Team in the organisation and administration of Parents' Consultation Events |
| 6. | To work on the development of Pro Monitor and Pro Portal and the communication of progress data to students, staff and parents across the group. |
| 7 | Provide administrative support for the student disciplinary process, to include communication of subject contracts, disciplinary letters and the arrangement of disciplinary meetings. |
| 8 | To provide administrative support for the work of The Curriculum Support Director and Curriculum Support Manager. |
| 9 | Order materials and stationery for Curriculum Support team as required, and maintain Purchase Order processes. |
| 10. | Support College promotional events as and when required, which may involve evening and weekend working hours |
| 11 | Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College, this may include some lone working |
| 12 | Support and promote the College’s equal opportunity, diversity, health and safety, and other policies, processes and objectives. |
| 13 | Shrewsbury Colleges Group actively promotes a ‘safeguarding children and vulnerable adult’ culture. As such employees are expected to carry out their role and responsibility in relation to a childs’ or vulnerable adults’ welfare, including the colleges Prevent Policy. Employees are expected to access safeguarding and prevent training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of a child or vulnerable adult. |
| 14. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality agreed for implementation from both internal and external sources. |
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### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * Computer literate and specifically able to work with word packages, such as excel and word. * Level 2 Numeracy and Literacy | * Knowledge of Pro Monitor and Pro Portal software packages |
| Skills | * Excellent communication, organisational skills and interpersonal skills * Flexible, tactful and patient * Good telephone skills * Initiative and the ability to work as part of a team or alone without supervision * Approachable and understanding nature | * First Aid knowledge |
| Experience | * Experience of working in an administrative role * Experience of dealing with students in a Further Education setting | * Experience of working in an educational environment |
| Special working requirements | * Some knowledge and an interest in Further Education * Flexible approach to working hours to cover events at the college, possibly within evenings and weekends. | * Car owner with full, clean driving licence as multi-site working may be required. |