
TITLE: **Multiply Administrator**

GRADE: Scale 5

RESPONSIBLE TO: Group Curriculum Director – Maths

PURPOSE OF JOB:

- To help pull together where the courses are being run, who the students are, how many students per group, rooming and staffing, in addition to keeping on top of retention and completion. This is a cross group/campus role
- To maintain and where necessary improve the integrity of student data, analysing, interpreting and producing reports.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

2.1 To participate in College-wide projects and tasks.

2.2 To work in other support services areas to meet the specific needs of workload peaks.

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may require working in other campuses of the College.

3. Particular to the Post:

3.1 To help pull together where the courses are being run, who the students are, how many students per group, rooming and staffing, in addition to keeping on top of retention and completion. Experienced Excel user and designing tracking records for student data.

General Administration:

3.2 Proven experience in basic financial administration.

3.3 An understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post.

4. Person Specification:

4.1 Ability to use effective oral communication skills both by telephone and face to face.

4.2 Ability to apply written communication skills including drafting correspondence and taking messages and Notes.

4.3 Ability to work as a member of a team and to establish effective working relationships.

Skills:

4.4 Proficient IT skills to use MS Office software and IT databases and software Packages.

4.5 Organised with the ability to prioritise effectively to meet deadlines.

4.6 Basic financial/budgetary administration.

- 4.7 Ability to build and maintain effective working relationships and work as a member of a team.
- 4.8 Ability to store, retrieve and set up systems of work.
- 4.9 Ability to manipulate data and to produce accurate reports on which reliable decisions can be made.
- 4.10 Ability to support others and use own initiative.
- 4.11 Good attention to detail and ability to manipulate, analyse & present data, assess situations and decide on a course of action.

Knowledge:

- 4.12 Knowledge of how to use a range of software and present a variety of information in an easy to understand format.
- 4.13 Knowledge of the education sector and the importance of student care and success.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.