

JOB DESCRIPTION

TITLE: Campus Administrator

GRADE: Support Scale 5

RESPONSIBLE TO: Group Campus Administration Manager

RESPONSIBLE FOR CROSS CAMPUS:

- Assisting the administration of student disciplinary procedures across group
- Supporting training Campus Administrators
- Supporting business improvement projects relating to the campus administration function

PURPOSE OF JOB:

- To plan and develop the campus administration function across the group and ensure standardised approaches are maintained across all College sites.
- To formulate a clear strategic approach to campus administration.
- To develop and assist in maintenance of strategies to ensure that any reporting is consistent and timely for DPs, GCDs and SCMs and other colleagues.
- To contribute to administering and maintaining accurate and appropriate student records (using software systems) relating to programmes offered.
- To assist on ensuring Campus administration teams have consistent, effective and streamlined processes in place.
- To support the campus administration team through prioritising tasks based on operational needs and ensuring the team meets deadlines and required timescales.
- To support Registry and MIS colleagues where necessary through prioritising tasks based on operational needs ensuring the teams meet deadlines and required timescales.
- To assist on ensuring Campus administration activities at all sites are effectively achieved utilising campus or remote staff as required.

- Willingness to work in other locations/sites of the College.
- Liaising with Exams in relation to Examination procedures, records and systems. Acting as exams invigilators as and when required.
- Dealing with student/staff/parent and other agency issues as they arise, and liaising with student services to resolve student related queries.
- In conjunction with the Group Campus Administration Manager, DPs and student services ensuring that campuses are sufficiently resourced for enrolment, parent evenings and open days.

MAIN TASKS AND RESPONSIBILITIES:

1. Managing Strategy:

- 1.1 To contribute to the overall strategic development of the College.
- 1.2 To contribute to the strategic development of the College's student offer.
- 1.3 To support the development of strategies for quality improvement of enrolment and progression and manage the implementation of these with cross campus colleagues.
- 1.4 To support the development of strategies for transfers and withdrawals and contribute to the implementation of these with cross campus colleagues.
- 1.5 To lead and develop specific business improvement areas as and when directed by the Senior Management Team and in liaison with other colleagues.

2. Managing Finances:

- 2.1 To support in the effective monitoring and control of cost centre expenditure, including staffing budgets, within College guidelines.
- 2.2 Assist Deputy Principal, GCD and SCMs with their financial administration
- 2.3 To participate in schemes to generate funds from external sources and manage such schemes where appropriate.
- 2.4 To support in obtaining alternative sources of funding for the College, including fund raising and project income.

3. Managing People:

- 3.1 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance targets as appropriate.

- 3.2 To lead on the recruitment, selection and induction of staff across campuses for your area and the designation of responsibilities and duties.
- 3.3 To ensure that all new staff in your area are given appropriate induction in accordance with College policy.
- 3.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.
- 3.5 To lead on and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to service delivery.

4. Managing Information:

- 4.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.
- 4.2 Administrating the student disciplinary process at Stage 3 as per the policy. Assisting staff and managers to ensure consistent application of the policy. Assisting staff and managers to ensure consistent application and compliance of the policy. Assisting the DP's PA with Stage 4s. assisting staff and managers in the communication of Stage 2 outcomes.
- 4.3 To promote internal cross campus communication through:
 - Ensuring that staff and students are well informed.
 - Convening meetings that are participative and focussed and where outcomes are followed through.
 - Taking the initiative to bring people together from different campuses to support development or, if necessary, to resolve conflict.
- 4.4 To be responsible for monitoring and reviewing a set of KPIs as agreed with the Group Curriculum Administration Manager and Deputy Principal.
- 4.5 To support the Group Curriculum Administration Manager in ensuring curriculum teams receive administration support as an when required.
- 4.6 To liaise with MIS staff, IT staff and other appropriate staff on issues relating to student records.
- 4.7 To assist on the production and dissemination of computerised reports including modifying and updating them on an ongoing basis, ensuring appropriate audit trails are maintained in line with Financial Regulations.
- 4.8 To ensure that Pro Monitor data is accurate and up to date at all times.
- 4.9 To contribute to ensure that all student records are verified and amended in order to validate the ILR on a termly basis in order to meeting internal and external deadlines.

4.10 To deal with student issues on a daily basis, ensuring liaison with Student Services to resolve any queries.

5. In common with all other staff:

5.1 To support the College's mission, vision, values and strategic objectives.

5.2 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.

5.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

5.4 To implement the College's safeguarding policies and practices.

5.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

5.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

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

5.8 Such other duties of a similar nature commensurate with the grade that may be required from time to time.

6 Person Specification: (D = Desirable, E=Essential)

6.1 Possession of a degree and/or appropriate professional qualifications. **D**

6.2 Experience of leading and developing complex and sensitive business improvement projects, ideally using continuous improvement and project management methodologies such as Lean Six Sigma or PRINCE2. **D**

6.3 Significant and successful experience of detailed data analysis and reporting to Senior Managers both verbally and in writing. **E**

6.4 Comprehensive knowledge and understanding of College policies relating student data and financial administration in particular. **E**

6.5 Excellent oral and written communication, negotiation, influencing, problem-solving, numerical and presentation skills. **E**

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| 6.6 | Experience of successful budget management and budgetary control. | E |
| 6.7 | Exceptional organisational skills, including time management, progressing absence chasing, project management and the ability to meet deadlines consistently. | E |
| 6.8 | Significant proven experience of line managing staff. | E |
| 6.9 | The ability to work successfully within a team and target-setting culture. | E |
| 6.10 | Advanced levels of IT skills. | E |
| 6.11 | The ability to contribute to the long-term strategic development of the College. | E |
| 6.12 | An understanding of and commitment to Equality & Diversity and Safeguarding and practical ideas for their implementation in this post. | E |

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.