

**South Staffordshire College**

**Corporate Style Business Support Job Description**

<b>JOB TITLE:</b>	Campus Administration Co-ordinator
<b>PAY POINT:</b>	<b>Band 4</b> Points 16-19
<b>CONDITIONS OF SERVICES:</b>	Business Support
<b>RESPONSIBLE TO:</b>	Head of Study Programme
<b>LINE MANAGEMENT:</b>	<b>Receptionist / Administration Assistant &amp; Administration Assistant</b>

**JOB PROFILE**

*Regardless of a specific job title and role, for all employees at this College their primary role is:  
'To Help Learners Succeed'*

The **POSTHOLDER** will work with their Line Manager to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

*"Transforming the life chances of our communities."*

Values:

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

**Scope of Responsibilities**

The primary purpose of the Campus Administration Co-ordinator is to ensure that all aspects of Campus Administration are carried out in line with College Procedures and to meet the needs of the campus and its learners.

### **Specific Responsibilities**

- To liaise closely with Head of Study Programme and other College management to ensure that:
  - The Campus reception is welcoming and ready to meet and greet all visitors
  - A direct link between the college engagement team and campus administration is established to meet the needs of our learners
  - Enrolment and Open Events are planned to promote all campus activity
  - Campus administration including but not limited to, enrolment, applications and interviews, disciplinary meetings and correspondence, absence reporting are carried out in line with college guidelines
  - Ensure the learning resource centre is available to learners
  - The campus hub offers a knowledgeable and support environment for all learner enquiries.
  - Maintain all post and franking facilities.

### **General Organisational Responsibilities**

For all posts at the College there is a corporate objective of ensuring post holders have an understanding of organisational priorities and the nature of the College in relation to its business.

All support staff and academic staff contribute to the success of the organisation and as such post holders will be provided with information about the College from their induction as a new employee and during their period of employment through issue of staff newsletters, information on the intranet and from the internal communications that exist.

The following is an indication of the corporate areas and activities the College would like all postholders to have an awareness of and understanding. Some activities will be more specifically relevant to some roles than others.

### **Purpose**

- To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
- To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses, whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
- To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

### **1 Key Awareness in relation to:**

### **Governance and Management**

- To be aware of the strategic planning processes within the College set by the Board.

### **Academic and Business Development**

- To be aware of the academic and vocational provision and business development of the College.
- To be aware of the development of “e-learning” to facilitate new methods of teaching and learning.
- To support be aware of the development of student support processes and procedures that ensure that all learners have effective tutorial support, ensure their additional support needs are met and have access to appropriate enrichment activities.

### **Quality Management**

- To be aware of corporate strategies, systems, policies and procedures.

### **Human Resource**

- To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

### **Physical and Financial Resource Management**

- To be aware of the development of the Financial Memorandum and the College’s Financial Regulations and Procedures.
- To be aware of the development of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners.
- To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
- To support the College in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

## **2 External Links and Partnerships**

- To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
- To be able to support the College in its commitment to develop a dynamic, innovative and entrepreneurial culture.

### **Marketing and Recruitment of Students**

- Contribute and support the College's marketing activities which is to achieve recruitment targets.
- Support the College in its enrolment process.

### 3 Support for Students

To be aware of the range services available for supporting learners' financial, personal and emotional needs, and lines of referral.

To be aware of the additional learning support provision available to support individual learners' needs and lines of referral.

### 4 Sustainable Development

South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community. Details of policy, information and the staff development supporting the policy on environmental sustainability will be promoted through the website and various College communication channels

### 5 College Safety

As part of your role and a condition of your employment, your Manager may require you to undertake responsibilities of a Nominated First Aid Officer and, or Fire Marshall Duties, including how to operate Evac Chairs. Appropriate training will be provided as part of your CPD programme to support your specific duties.

### 6 Other Duties

- To support where appropriate the preparation for and during the inspection period.
- To undertake such other duties as your Line Manager may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College.

### 2025 Behaviours

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

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This specification is current at **DATE** and is representative of the range of specific duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.



### Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Level 2 Literacy and Numeracy</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Maintaining high levels of customer services</li> </ul>	<ul style="list-style-type: none"> <li>Experience in line management, appraisals and target setting</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of FE sector</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to motivate staff</li> <li>Ability to liaise with all levels of staff</li> <li>Excellent attention to detail</li> <li>Can do attitude</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>Excellent planning and organisation skills</li> <li>Ability to use logic and information to achieve goals</li> <li>Effective use of business tools and IY</li> <li>Able to prioritise work to ensure achievement of targets.</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>DBS clearance (upon offer)</li> <li>Motivation to work in an environment with children and young people.</li> <li>Ability to form personal boundaries in an environment with young people and vulnerable adults.</li> <li>To be sensitive, and to apply yourself appropriately, in an education environment.</li> </ul>	