

Faculty Co-ordinator

Title:	Faculty Co-ordinator
Grade:	EC4
Activity:	Regulated
Contact Hours:	22.2 hours per week
Responsible to:	Head of Faculty

Key role objectives

- To provide administrative support to the Head of Faculty and members of the Faculty Management Group.
- To ensure that all administrative tasks within the Faculty are carried out effectively and efficiently.
- To lead on customer service for the Faculty.
- To provide a reception function for visitors/enquiries to the Faculty

1. **Main duties:**

1. To provide administrative support to the Head of Faculty.
2. To undertake administrative and secretarial tasks as allocated by the Head of Faculty.
3. To ensure the smooth day-to-day running of the Faculty.
4. To work with the Head of Faculty and Faculty Management Group to generate and maintain information relating to students, staff and faculty resources using

specialised databases and software in collaboration with cross college departments and personnel.

5. To attend and minute Faculty Management Group and Faculty meetings as required by the Head of Faculty.
6. To input staff and course timetable information using UNIT-E on an annual basis and thereafter keep updated to reflect all on-going changes to ensure staff registers are accurate throughout the academic year.
7. To liaise with the Head and Deputy Head of Faculty to ensure that room requirements, faculty communications and timetable changes are in place to facilitate teaching cover requirements for absent members of faculty staff.
8. To line manage, supervise workloads and delegate appropriate areas of responsibilities to designated Faculty administrative post-holders as agreed with the Head of Faculty.
9. To supervise appropriate induction of new Faculty administrative post-holders.
10. To work collaboratively with the Head of Faculty to effectively maintain and manage all financial budget lines and keep accurate records, including ordering materials, production of contracts, petty cash expenditure, student visits etc.
11. To process Faculty income, purchase orders, budget transfers and resource charges according to defined College financial systems and regulations. To demonstrate an excellent understanding and working knowledge of the College's financial systems, e.g. FIS.
12. To ensure that faculty inventories and maintenance contracts are properly maintained.
13. To maintain computerised records in line with the College's MIS and Human Resources requirements.
14. To provide effective support and guidance to Associate Lecturers to ensure that pay claims are accurate and meet payroll deadlines.

15. To ensure that student and parent enquiries to the Faculty are responded to or relayed to relevant staff.
16. To receive and direct visitors and deal with face-to-face, email, phone and postal enquiries and deal with complaints as per the College's procedure.
17. To check and distribute internal and external mail received by the Faculty.
18. To deal with and process room and facilities bookings from faculty staff and external clients and organisations, as required.
19. To work collaboratively with faculty staff to ensure stock orders and stationery are maintained at appropriate levels and within budget.
20. To attend and assist with the running of guidance evenings, open events and enrolment as requested by the Head of Faculty.
21. To work with student recruitment colleagues to process, actively support and take responsibility for specific tasks to assist the Faculty's participation at Open Events, student interviews and enrolment.
22. To work with faculty and student recruitment staff to manage, record and process mail shots and/or faculty newsletters.
23. To regularly attend the College Administrator meetings and contribute effectively to the shared portal resources.
24. To regularly update marketing material in collaboration with the Marketing Department and relevant faculty staff for use in promotional activities, e.g. course leaflets, prospectus updates etc.
25. To ensure that administrative aspects of contracts and sponsorship arrangements with stakeholders are maintained and supported at all times.
26. To keep the Marketing Department informed of sponsorship received for Faculty events or support given to external community initiatives.

2. Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Commitment to Equal Opportunities.

3. Additional Duties:

Flexible working will be part of this role and is therefore required by the post holder.

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject, and

- With full regard for the College's equality, diversity and health and safety requirements
- To achieve individual targets assigned through the College's annual staff appraisal processes
- Subject to the College's approved strategies, policies and procedures



Person Specification

Faculty Co-ordinator

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> - Significant experience of working in an administrative support post - Familiarity with budgeting and financial management systems - Working to tight deadlines - Significant experience of working in an administrative support post 	<ul style="list-style-type: none"> - Experience of working within an educational environment - Experience with facilities management systems - Timetabling experience
Skills & Abilities	<ul style="list-style-type: none"> - Excellent IT skills - Excellent inter-personal, communication and customer care skills 	<ul style="list-style-type: none"> - Database development - Microsoft Office suite
<ul style="list-style-type: none"> - Qualifications 	<ul style="list-style-type: none"> - Level 3 numeracy and literacy and good general standard of education 	<ul style="list-style-type: none"> - Bookkeeping or other financial qualification - Relevant specialist qualification
<ul style="list-style-type: none"> - You - 	<ul style="list-style-type: none"> - Ability to work as part of a team - Ability to work with limited supervision - Commitment to continued personal development 	

	<ul style="list-style-type: none"> - Ability to work as part of a team - Ability to work with limited supervision - Commitment to continued personal development - Ability to work as part of a team 	
Mandatory	<ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 	

Reviewed: January 2018



Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

