



## **BARNET AND SOUTHGATE COLLEGE JOB DESCRIPTION**

<b>JOB TITLE:</b>	Quality Administrator
<b>POST REFERENCE:</b>	QUASUP-007
<b>SALARY GRADE:</b>	Scale 4
<b>HOURS:</b>	18 hours per week
<b>PRIMARY LOCATION:</b>	Southgate campus. Can be asked to work at other sites as needed.
<b>PURPOSE OF POST:</b>	To carry out key administrative functions of the Quality Team
<b>RESPONSIBLE TO:</b>	Quality Assurance Manager

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### **Main Duties**

1. Provide an efficient and prompt administrative service to ensure the smooth and efficient running of the department, e.g. updating and maintaining records for Quality Assurance processes, data input, invoice processing, production and distribution of publications and documents, reports, statistics, agendas and minutes
2. Contribute to the development, maintenance and monitoring of systems, and databases for the efficient inputting, storage and retrieval of data as required
3. Maintain diaries, make appointments and arrange meetings as required
4. Support teaching and learning with the scheduling of lesson observations and communicating this information to observers and observees within the agreed time scales. To support the Reflective Practitioner Process through assigning coaches

5. Liaise with the Manager for Teaching, Learning , Innovation and Development to keep the Unseen/lesson observation database (ProObserve/College IP) accurate and up to date and generate reports from the system as required
6. Act as the first point of contact for the Quality office and deal with a range of queries, referring on to other members of the team as appropriate.
7. Attend quality meetings and provide administrative support in the co-ordination of, and minute taking, at these meetings e.g. SAR and QIP validation meetings
8. Effectively participate in College wide activities as required e.g. open days, enrolment etc.

### **General duties and responsibilities**

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. You may, from time to time, be required to work evenings, Saturdays or on a Sunday.

## Person Specification

### Quality Administrator

**(G)** = Generic. Respond to these criteria on Part C of the Application form

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T - Activity
<b>Qualifications</b>	5 GCSEs grade C or above or an equivalent Level 2 qualification	Level 2 qualification in ICT	A
<b>Experience</b>	Experience of working in an office environment within an administrative role		A
	Experience of using management information systems to monitor, track and report on data	Experience of quality systems	A
	Experience of working within a customer focused service		I
<b>Knowledge &amp; Skills</b>	Excellent IT skills including the use of Microsoft Office		T
	Ability to work under pressure and use own initiative		I
	Ability to work effectively as a member of a team and autonomously as required <b>(G)</b>		A/I
	Effective written and verbal communication skills at all levels		T/I
	Ability to manage and prioritise own workload to ensure deadlines are met <b>(G)</b>		A/I
	Ability to provide courteous and effective customer service		I
	Ability to understand and interpret numerical and statistical information		T
	Attention to detail and accuracy <b>(G)</b>		A/I
<b>Personal Attributes</b>	Evidence of commitment to own continuous professional development (please give information about your CPD during the past 2 years) <b>(G)</b>		A/I
	Able to uphold and behave in accordance with College values. (The newly agreed College values are – Learner at the Centre, Continuous learning and improving, equality and inclusiveness, team working, professionalism and challenging the norm) <b>(G)</b>		A/I
	A professional and flexible approach to work		I
	Confidential approach		I

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T - Activity
	Ability and willingness to travel and work at all main College campuses <b>(G)</b>		A
	Ability and willingness to participate in cross college activities e.g. enrolment, open days <b>(G)</b>		A
	Commitment to promoting equality and diversity in what we do <b>(G)</b>		A/I
	Willingness to adapt and respond to the changing and varied needs of the College, its customers and the community		I
	Commitment to promoting safeguarding, health and safety and the learner voice		A/I