

Job Description and Person Specification



Curriculum Administrator – Supported Learning, Foundation Learning & Alternative Provision

Salary:	£17,881 - £20,172 pa inclusive
Hours:	36 hours per week for 40 weeks per year
Leave:	This post is term time only, all leave should be taken when the college is not in session.
Reports to:	Curriculum Quality Team Manager: Supported Learning & Foundation Learning
Location:	This post will initially be based at the Main Campus, Isleworth

The purpose of the post is: to work as part of a team of administrators, providing administrative support to staff and students.

The main duties and responsibilities are to:

1. Maintain systems for checking registers as set out in the guidelines.
This includes:
 - Checking registers on a daily basis on ProSolution including unmarked Registers – email relevant staff and inform CQTM of ongoing issues
 - Missing Marks on registers
 - 4 week Consecutive Non-Attendance reports
 - Provisional students on registers – enrol or remove
 - Marking registers with E,V, P and X (class cancelled) marks, and amending accordingly once attendance/absence has been confirmed
 - Receiving phone call/e-mails re student absence/appointments and entering comments on ProMonitor
2. Process all change requests (*except for apprenticeships*) – transfers, withdrawals, level changes, early completions, and amendments to start dates including those for Functional Skills Courses
3. Maintenance of Records. This includes:
 - Finance/ Budgets (*this does not apply to CAs working within our Hair & Beauty area*)
 - Processing orders, requisitions or online/telephone/fax.
 - Chasing missing deliveries, arranging returns as and when
 - Authorising invoice payments for requisitions orders
 - Monthly Credit card statement balancing (for credit card holders only)
 - Checking budget balance and advising CQTM if/when transfer virement is needed
 - Checking outstanding commitments as and when requested
 - Stationery

- Ensuring sufficient stationery supplies are available for use by department
 - Ordering student stationery for start of term
4. Monitor and upload EHCP's, collate Annual Review paperwork and communicate with relevant Local Authorities'
 5. Provide administrative support to the day to day operations of the curriculum office, ensuring that the office acts as an appropriate point of contact for student and staff enquiries and support.
 6. Provide administrative support to Directors and Curriculum Quality Team Managers as and when required
 7. Log staff sickness on Select HR and inform Director/CQTM who have responsibility for arranging cover
 8. Parents' Evenings:
 - Print and collate SLRs ready for parents' evening (and posting after parents' evening)
 - Manage queues
 - Distribute SLRs
 - Distribute and collate Parents' Evening Survey Questionnaires
 9. Activate Cover Procedures – CAs will be point of contact to activate cover procedures – i.e., notifying Directors/CQTMS regarding notification received about staff absence
 10. Provide admissions and enrolment services as required
 11. Sort and distribute incoming post
 12. Carry out any other reasonably comparable duties that may be required from time to time.
 13. Promote a positive image of the college in all contacts with students, employers and professional bodies.
 14. Adhere and comply with the college financial regulations.
 15. Undertake additional duties at enrolment times as required, including occasional evening work.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Have successful and significant administrative experience
2. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
3. Be able to demonstrate good oral and written communication skills
4. Be able to work methodically to deadlines
5. Have good teamwork skills
6. Be able to work without supervision.
7. Possess relevant qualifications/experience.
8. Possess a Literacy and Numeracy qualification at Level 2
9. Be willing to undertake training and development as required within the role.
10. Have an awareness and understanding of equal opportunities.
11. Have an awareness of the safeguarding and prevent initiatives.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 24 February 2019

Reference No: 5SLF001

Interview date: 11 March 2019

Conditions of Service

Contract: Permanent

Salary: £17,881 - £20,172 pa inclusive

Please note the salary range for this post is points 21-25 on the Support Staff scales. The Salary is pro-rated according to the hours worked.

Progression up the incremental pay scale is automatic and awarded on 1 April annually.

New entrants are placed on point 21.

Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary

Pension: Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.

Annual Leave: This post is term time only, all leave should be taken when the college is not in session.

Hours: 36 hours per week for 40 weeks per year

Probation: Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.

Disclosure The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.