

Job Description and Person Specification



Curriculum Administrator: ESOL Adult & PET

Salary: £13,853 - £13,959pa inclusive

Hours: 18 hours per week

Leave: 90 hours per annum plus public holidays
plus up to 18 hours Christmas efficiency closure

Reports to: CQTM ESOL

Location: This post will initially be based at the Main Campus, Isleworth

The purpose of the post is: To work as part of the Curriculum Administration team, providing high-quality, responsive administrative support to staff and students across ESOL Adult and Pre-Employment Training (PET) provision. The post holder will play a key operational role in supporting curriculum delivery, compliance, attendance monitoring, enrolment accuracy, and assessment processes, and will act as lead administrator for Initial Assessment and admissions activity.

The main duties and responsibilities are to:

1. Maintain systems for checking registers as set out in the guidelines. This includes:
 - Attendance, Registers and Compliance Monitoring
 - Maintain accurate and compliant attendance systems in line with college and funding body guidelines, including:
 - Daily monitoring of registers on ProSolution, including: Unmarked registers following up with staff and escalating ongoing issues to the CQTM,
 - Missing or incorrect marks
 - Non-standard marks (E, V, P, X etc.), updating once attendance/authorisation is confirmed
 - Running and monitoring 4-week consecutive non-attendance reports, escalating concerns in line with withdrawal and safeguarding procedures
 - Managing provisional students on registers, ensuring timely enrolment or removal
 - Recording student absence notifications (appointments, illness, authorised absence) via ProMonitor
2. Monitoring attendance for Direct Entry groups, notifying CQTM and Local Authority where required
 - Supporting attendance compliance for PET cohorts, where patterns of engagement and funding rules differ from main ESOL provision

- Process all approved change requests (excluding apprenticeships), ensuring accuracy and audit readiness, including:
 - Transfers between courses or groups
 - Withdrawals and early completions
 - Level changes following assessment or review
 - Amendments to start dates
 - Functional Skills-related changes where applicable
 - PET-specific amendments, including rolling starts, attendance-based outcomes, and short-course adjustments
 - All changes must be processed promptly and accurately to protect funding, achievement data, and student records.

3. Maintenance of Records. This includes:

- Finance/ Budgets
 - 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. 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.

5. Provide administrative support to Directors and Curriculum Quality Team Managers as and when required

6. 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

7. Activate Cover Procedures: CAs will be point of contact to activate cover procedures – i.e., notifying Directors/CQTM regarding notification received about staff absence and staff on the Cover Rota

8. Log staff sickness on Select HR and inform Director/CQTM who have responsibility for arranging cover

9. Provide admissions and enrolment support as required including on-going initial assessments and interviews across ESOL Adult and PET provision

- Act as lead administrator for Initial Assessment sessions, including:
- Scheduling and coordination

- Register management and paperwork
- Supporting interview and assessment processes
- Ensuring accurate recording of outcomes and progression routes
- Support ongoing assessments for ESOL Adult & PET and rolling-enrolment cohorts

10. Maintain accurate and compliant attendance systems in line with college and funding body guidelines

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:

- Demonstrable, successful experience in an administrative role, with evidence of managing competing priorities and maintaining accurate records.
- Literacy and Numeracy qualifications at Level 2 (or equivalent), with the ability to apply these skills confidently in a professional setting.
- Strong IT and digital skills relevant to the role, including the confident use of management information systems, email, and standard office software.
- A commitment to ongoing training and professional development, with the flexibility to adapt to changing systems, processes, and curriculum requirements.
- Clear and effective oral and written communication skills, with the ability to communicate professionally with staff, students, and external stakeholders.
- The ability to work methodically and accurately to deadlines, maintaining attention to detail in a fast-paced environment.
- Strong teamwork skills, with the ability to work collaboratively while contributing positively to a busy curriculum team.
- The ability to work independently and use initiative, managing workload effectively with minimal supervision.
- An understanding of equality, diversity, and inclusion, and a commitment to promoting equal opportunities in all aspects of work.
- An awareness of safeguarding and Prevent responsibilities, and an understanding of the importance of maintaining a safe and inclusive learning environment.

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: 27th January 2026
Reference No: 5ESS001
Interview date: TBC

Conditions of Service

Contract:	Permanent Part time
Salary:	£13,853 - £13,958pa inclusive Please note the salary range for this post is points 24-25 on the Support Staff scales. 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:	90 hours per annum to be taken during the College vacations plus public holidays plus up to 18 hours Christmas efficiency closure
Hours:	18 hours per week
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 Disclosure and Barring Service.