

NEWHAM COLLEGE LONDON

Job Description:

Job Title	Curriculum Administrator
Department	Student Services
Grade	Scale 5 (£26,558- £28,065)
Scale	22-25
Contract	Full Time
Location	All Sites

Our Vision & Values

“To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.”

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed

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to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and Barred List check.

Job Purpose

The curriculum administrators will be managed by the coordinator for curriculum administration and work as part of a centralised team. The postholder will provide administrative support to curriculum Directors and Heads to support events and activities outlined in the college calendar. The postholder will produce communication for parents, students and external stakeholders as direct by curriculum management. The postholder will organise appointments, arrange meetings and take minutes for assigned meetings. The postholder will support staff and students with queries and concerns, signposting to other departments as appropriate.

Curriculum administrators will support all curriculum departments ensuring that specialist tasks are completed in line with external guidance and audit requirements.

Key Duties and Responsibilities

1. To assist the Co-ordinator of Curriculum Administration in supporting the Curriculum Directors with general administrative duties.
2. Provide confidential administrative support to assigned Heads of Curriculum.
3. Arranging meetings, prepare and circulate documents and take minutes as required.
4. Recording student or staff absence in line with college procedures and notifying relevant staff.
5. Drafting of routine correspondence to students and their parents.
6. Supporting main enrolment and other college events like Parents Evenings.
7. Raising purchase orders and related finance procedures.
8. Maintaining relevant databases and ensure records are recorded accurately including ETrack.

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9. Supporting curriculum staff with contacting students and parents to ascertain attendance issues.
10. Provide administrative support to correlate and collate agency worker hours and timesheets.
11. Liaising with external stakeholders as required to arrange meetings or visits, meet and greet visitors and ensure they receive safeguarding and health & safety information.
12. Contribute to the areas Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
13. Support the main enrolment period and other cross college events and activities as appropriate.
14. To participate in both internal and external staff development as appropriate.
15. To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure.
16. Comply with College Acceptable IT Users Policy in line with 'Cyber Securities'.
17. Support College initiatives and aspirations to achieve Net Zero carbon.
18. Carry out any other duties commensurate with the role

Person specification:

Qualifications

- Minimum Level 2 literacy and numeracy
- Business Administration or Customer Service qualification

Experience

- Experience of secretarial/office duties
- Experience of 'front line' customer services
- Maintaining accurate records, both paper and computer based

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- Developing and maintaining administrative systems and procedures
- Providing management control information
- Working on own initiative

Skills

- Ability to use a range of software packages including creating formulas in Excel
- Good keyboard skills to copy type standard
- Excellent administrative and organisational skills
- Effective interpersonal skills to deal tactfully with a range of clients
- Able to work effectively as part of a team
- Friendly approach to colleagues, staff and students.