JOB DESCRIPTION

ROYAL LEAMINGTON SPA COLLEGE

Post Title: **Curriculum Administrator**

Salary Range: **£24,897 per annum**
(Support Scale 4, Fixed Point 14)

Contract: **Permanent / Full Time**

Reference: **CS12450**

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations. For more information click below.

WCG Child Protection Procedure >

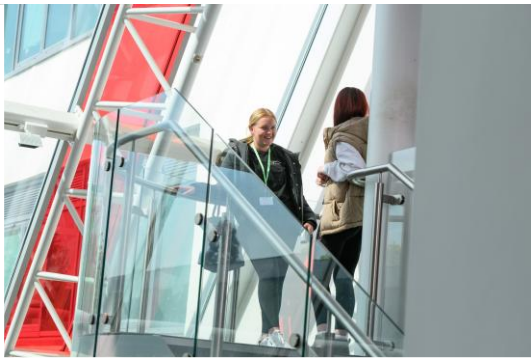
ABOUT ROYAL LEAMINGTON SPA COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Royal Leamington Spa College** is a creative and healthcare hub, addressing skills gaps in esports, digital media, and health and social care. **Powered by WCG, Royal Leamington Spa College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028 below:

WCG Impact Strategic Plan 2025–28 >





BACKGROUND TO THE POST

The Administrator will provide excellent administrative support to the Campus under management of the Line Manager.

The role is busy and demands very high standards in terms of the service provided to our customers, a proactive approach and a desire to deliver excellence.

DUTIES AND RESPONSIBILITIES

- Providing administrative support to the Campus Heads of School. This will include using a variety of IT software packages such as Google, Microsoft Word, Excel, Power BI and other in-house systems. To produce correspondence, documents, maintain records, spreadsheets and databases using WCG internal systems.
- Providing excellent customer service and support managing enquiries via telephone, email, letter and visits and dealing with these appropriately, escalating where necessary, or liaising with other internal functions.
- Maintaining accurate records, filing systems and document management.
- Will be required to assist and support administrative duties relating to applicant events, enrolments, admissions, teaching and assessments, student reviews, reports, surveys and awarding bodies tasks.
- Convening and minuting meetings
- Assisting students, parents, staff and visitors with enquiries.

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HEALTH AND SAFETY

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

SAFEGUARDING

Safeguarding and promoting the welfare of children and at-risk adults for whom you are responsible and whom you come into contact with.

LEAVE ENTITLEMENT

The College offers a generous leave entitlement of 38 days leave (includes 25 days leave, 8 statutory Bank Holidays, 4 College closure days at Christmas and an annual Relaxed Day) pro rata for part time.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

PLACE OF WORK

The principal place of work will be the College's premises based at our **Royal Leamington Spa College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses.
- Cycle to work scheme.
- Free on-site gym
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	GCSE grade A-C or equivalent qualification in Maths and English, or willingness to achieve	•	•

	Working knowledge of information technology such as e-mail, the internet and other software applications.	•	
	Excellent administrative and organisational skills.	•	•
	Excellent communication skills, both verbal and written.	•	•
Desirable	Previous experience of using and maintaining a database.	•	•

Key Experience and Attributes			
Essential	Demonstrates an understanding of working within a confidential environment.		•
	Experience of working within a busy office environment, including successfully managing a full workload and meeting deadlines.	•	•
	Demonstrable experience of delivering excellent administrative support and organisational skills.	•	•
	Evidence of excellent attention to detail.		•
	Evidence of a drive to improve process, work proactively and support departmental efficiency		•
	Evidence of excellent customer service skills with both a professional telephone manner and excellent written and verbal communication skills.		•
	Proven success of working collaboratively and successfully with members of a team and the ability to work unsupervised.		•
	Demonstrable experience of the ability to successfully meet deadlines.		•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults.	•	•
	Ability to demonstrate behaviours which support the Core Values of the College.	•	•
	Ability to demonstrate an understanding and knowledge of Equality & Diversity.	•	•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.
We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives, we are unable to provide feedback for candidates who are unsuccessful at shortlisting; however, we aim to notify all successful candidates within 1 week of the closing date.

The College regrets that it is unable to pay expenses incurred by attendance at the interview.