

Post Title:	Curriculum Administrator
Place of Work:	The role is based at one of the NKC College's sites but the nature of the work will require travel to any of the College sites as required.
Hours of Work:	37 hours per week (Monday to Friday), 52 weeks per annum.
Salary:	Tier 6
Responsible to:	College Deputy Principal
Responsible for:	Effectively and efficiently implementing a range of administrative procedures associated with supporting academic staff and learners.

Summary:

Reporting to the College Deputy Principal, the Curriculum Administrator will provide efficient and effective administrative support to the area, serving as the first point of contact for staff, students, external stakeholders, and customers. The role is central to the smooth operation of the area, providing high-quality administrative support to middle managers, enabling them to carry out their responsibilities effectively and efficiently.

Duties, Responsibilities and Accountabilities:

- Participate in the arrangements necessary to ensure the curriculum is always staffed appropriately, to successfully meet the requirements of staff and students.
- Maintain up-to-date knowledge on the range of curriculum provision offered, to be able to answer routine questions or direct enquiries to appropriate specialists.
- Undertake and complete a range of administrative tasks, as identified by the College Deputy Principal, to ensure that all targets and deadlines of the team are met effectively.
- Coordinate student attendance via College systems, and provide timely and accurate reports on this data.
- Manage and monitor student withdrawal logs so that they are submitted accurately and timely.
- Ensure student certificates are issued / distributed to relevant deadlines, as required by the relevant curriculum teams.
- Work with a range of managers to ensure course, room, and staff timetables are up-to-date and accurate, and liaise with staff and MIS if changes are required.
- Ensure Sessional Lecturer contracts are processed on time.
- Maintain records of area expenditure, including preparation of invoices and raising purchase orders through the College Finance system.
- Prepare and issue student references and council tax letters using the College template.
- Provide administrative support for student trips, including organising payments for trips.
- Review, create, and assist with spreadsheets and presentations, as needed.
- Assist with scheduling / diary management and appointments, as and when necessary, for the Heads of Curriculum and any Deputy Heads of Curriculum.
- Ensure SLT deadlines are met, and assist with deadlines for the area and cross College tasks.
- Support other administrative activities, as required, to ensure that an efficient and effective administrative service is provided to the area and wider College.
- Process stationery orders for the department and relevant curriculum teams.
- Produce / collate reports for the curriculum and provide research on requested subjects.
- Provide day-to-day administrative support, including but not limited to letters, organising and booking meetings, production of documents, agendas, minutes, e-filing, archiving, and photocopying etc.
- Provide a welcoming and friendly front-line service to the public, employers, College students, and staff.

- Be responsible for ensuring complaints are chased, followed up, and concluded as appropriate, in line with the specified timeframes in accordance with College policies and procedures.
- Manage the arrangements for student disciplinary procedures and organise the necessary paperwork, including informing individuals of the outcome, taking notes, and maintaining the recording of the disciplinary process and audit trail.
- Assist with and coordinate enrolment, parents' evening and open days, as required, and any other events that take place within the area, including helping other departments such as admissions, registry, and student services at key times of the year.
- Cover exams invigilation when required.
- Facilitate good communication between support and academic staff.
- Play an active role as a member of the staff team, liaising with appropriate College staff as necessary to ensure the effective use of resources to achieve its mission, and to ensure the smooth and effective operation of the College.
- Always contribute to and promote safeguarding, ensuring the safety and security of children, young people, and vulnerable adults.
- Comply with the safeguarding policy and procedure, in addition to the safeguarding responsibilities within the scope of this role.
- Comply with relevant health and safety regulations.
- Participate in the College Appraisal programme, agree objectives with the College Deputy Principal, and ensure they are achieved.
- Meet College IT standards specific for the role.
- Undertake any other reasonable duties as required by management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a "can do" attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
Educated to Level 2 English and Maths	✓		Application / Interview
(2) Knowledge to include:			
High level of computer literacy	✓		Application/ Interview
Excellent literacy skills	✓		Application/ Interview
Able to work under pressure and to strict deadlines	✓		Application / Interview
Able to use initiative, organise and prioritise	✓		Application / Interview
Able to identify and implement improvements in existing systems	✓		Application / Interview
Able to communicate effectively at all levels	✓		Application / Interview

Able to produce letters under the guidance of your line manager	✓		Application / Interview
(3) Experience to include:			
Experience of working in an administrative role in a complex and challenging environment	✓		Application / Interview
Recent experience of providing effective administrative support to Managers	✓		Application / Task / Interview
(4) Skills and Attributes to include:			
Evidence of effective teamwork	✓		Application / Task / Interview
Commitment to establishing and maintaining good working relations with colleagues and students	✓		Application / Task / Interview
Commitment to the provision of a quality service and the implementation of quality improvements	✓		Application / Task / Interview
Commitment to valuing diversity	✓		Application / Task / Interview
Able to work flexibly throughout the week/over the year by prior agreement to support the programme area	✓		Application / Task / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the People team.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the People team.

Sign: _____

Print: _____

Date: _____