Job Description

Curriculum Administrator
Curriculum Directorate

The Role

This role is to provide administrative support to the Schools, Sections, Lecturers, Technical staff and students to enable the effective delivery of the curriculum and associated activities.

Main Purposes and Responsibilities

Responsible to: Senior Curriculum Administrator/Curriculum Operations Manager

- Work closely with students, parents, teaching and support staff to ensure that the students can flourish in the College environment and thereby achieve their personal learning goals.

- Provide support to students in an assertive and pro-active way to ensure high levels of student attendance and punctuality.

- Proactive monitoring of student attendance and liaising with teaching staff to ensure that students with poor attendance are contacted, monitored and supported.

- Maintain and update timetables, registers and attendance data using College systems.

- Process pay advice for sessional staff.

- Maintain accurate and timely student learning programme data in response to all funding streams, including FE, HE, WBL, full cost and apprenticeships.

- Provide support to the Schools/Sections with responsibility for both employer and cost recovery focused work.

- Provide administrative support for School related functions, including APLB disciplinary process, cover arrangements, student references, collating and issuing student progress reports and organising parent consultation evenings, purchase ordering, assisting in the organisation of admissions interviews, exams, disciplinary processes, liaison with collaborative partners, UCAS, work experience, field trips, rooming/room changes, Student feedback, and confirmation of programme of study.

- Keep the school marketing literature up-to-date on the website for marketing and communication purposes.

Standards and Improvement

- Work towards the Matrix standard and implement centrally approved service standards.

- Ensure that course teams within the school are aware of and comply fully with all student data systems and process.

Curriculum/Data Student Experience

- Be a first point of call for students within the school and sections.

- Liaise with relevant staff to devise and implement strategies to improve student success.

- Follow-up changes to students learning programme are in accordance with the College processes.

- Ensure that withdrawal interventions have been actioned and recorded prior to approval by Head of School.

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Main Purposes and Responsibilities (continued)

Kingston College

- Work with Student Registry in relation to the delivery of client-orientated, admissions, enrolment and progression processes to meet the needs of the curriculum and our diverse client groups (14-19, 19+, HE, Apprenticeships, Adult, Employer and Full Cost Delivery).

- Ensure timely set up of registers and maintain data relating to registers and timetables.

- Ensure that student data meets internal and external audit requirements set.

- Ensure compliance with MIS processes and protocols to ensure that data is accurate and complete.

- Assist cross college events such as enrolment, open events, admissions events, presentation evenings.

Staff

- Attend compulsory training sessions on centralised student data systems and processes.

- Work with/support other Curriculum Administrators cross college to ensure schools/sections are covered.

General Duties of the Post

- Keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the College.

- Participate in the Professional Development Programme and undertake training as required, including all areas of office technology.

- Propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.

- Work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.

- Be available to assist in enrolment procedures, which may require additional hours including evenings and weekends, for example during the Autumn Term.

- Work flexibly, which may include evenings, open days, parents evenings and possibly weekends.

- Perform other duties as may be required by the Principal, Head of College, Head of School or their representatives in order to ensure the efficient functioning of the College.

As a list of general duties, the above is not exhaustive. The work of the College as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

Additional Information

Kingston College

This Job Description / Specification is subject to periodic review.

This role is subject to periodic rotation in light of College needs to cross-train administrators to ensure continuous business service in all areas of the College. Annual leave should be agreed with your line manager and, where possible, should be arranged outside of term time.

Hours: Full time (36 hours – Monday-Thursday 08.45-17.00, Friday 08.45 – 16.45)

Salary scale: £20,726 - £23,381 per annum inclusive of London Allowance – Grade org 3/4

Closing date: Friday 2nd August 2019

Kingston College

Person Specification

Curriculum Administrator

Person Specification, Experience and Qualifications

		Essential	Desirable
1.	Experience of a similar role.		✔
2.	Qualified to Level 3.		✔
3.	Excellent IT skills, including internet applications, Word, Excel, PowerPoint, Outlook mail-merge and label runs. Familiarity with MIS systems. A willingness to undertake training in the use of Microsoft Office software.	✔	
4.	Excellent administrative skills, i.e., solid knowledge of office procedures, able to construct letters, proven front desk handling skills, Excellent telephone and communication skills. Proficient in the use of office equipment, i.e., photocopiers, printers, fax machines, laminators.	✔	
5.	Methodical with excellent organisational skills.	✔	
6.	Have a thorough understanding of quality and improvement processes, in particular, how to improve the student experience.		✔
7.	Energy, enthusiasm and passion for the pastoral work and education.	✔	
8.	Demonstrate a sound knowledge of the curriculum offered across the College.		✔
9.	Awareness of factors that could potentially impact on student success.	✔	
10.	Awareness of college safeguarding practices and referral procedures.		✔
11.	Familiarity with data protection regulations surrounding student data.	✔	
12.	Experience of the effective use of Cross-College systems in terms of the Student Life Cycle.		✔
13.	A willingness to work with all student groups and to ensure students maximise their potential.	✔	
14.	Be able to work effectively in a fast paced environment with staff, students, parents and external clients.	✔	
15.	Able to work independently whilst also having proven ability of working effectively as part of a team.	✔	
16.	Able to work under pressure, prioritise tasks effectively and be assertive when required.	✔	
17.	Flexible and able to manage change.	✔	

JD Curriculum Administrator
December 2017