



City and Islington College Job Description and Person Specification

Post:	Curriculum Administrator
Positions:	2 FTE at Angel Campus 2 FTE at Holloway Campus 1 FTE & 0.6 at Finsbury Park
Location:	City and Islington College Campuses
Hours:	35
Reporting to:	Assistant Principal
Salary:	£28,796 per annum

Key Purpose

To provide attendance administrative support to the Campus management team. To assist in the day-to-day efficient operation of the campus. To obtain, check and process information, service meetings, and act as the first point of contact. To determine work priorities without direct supervision and to use tact and discretion in dealing with a variety of people face-to-face, by telephone and in writing. To assist other senior members of the Campus staff and help with the general duties of the Campus.

Main Duties and Responsibilities

- Generate daily absence reports and share with the Campus management team
- Call any absent students after first session absent, and their parents/guardians if under 18
- Contact student and/or parent/guardian if under the age of 18 inviting them into attendance meetings with relevant Campus manager.
- Monitor absence and flag up any concerns or long term absences with the relevant Head of School
- Issue weekly attendance reports to be distributed to the Campus management team for use with teachers
- Review student absence line and update registers and relevant teacher of a student's absence, three points in the day 0900, 1230 and 1630.
- Deal with enquiries from parents/guardians.
- To provide assistance and administrative support to the Assistant Principal and Campus SMT.
- To provide an efficient and effective customer focused service.
- Proficient in the use of MS Office: Outlook, Excel and Word
- Setting up and maintaining databases
- Using and maintaining 'in house' electronic systems
- Drafting letters, memos, reports and curriculum related materials
- Taking minutes for meetings
- Maintaining manual and or electronic filing systems
- Photocopying and distributing documents

- Ordering materials, stationery and resources required by AP, HoSs, CMs and lecturers
- Using college systems to organise payment to agency staff and liaise with college agencies
- Supporting the recruitment/enrolment process in liaison with admissions and curriculum staff
- Supporting exam arrangements in liaison with the exams department and curriculum staff
- Dealing with highly confidential and organisationally sensitive information.
- To ensure that all work and activities are progressed to meet deadlines. Operate a bring forward system to facilitate information being prepared in advance for meetings
- To welcome visitors to the Campus, ensuring that security/reception are notified in advance of these visits, including organising or making refreshments.
- To carry out general administrative duties, such as filing, photocopying, raising purchase orders and processing expenses Including creating and maintaining files structures

Expectations of the Post Holder

- To demonstrate model behaviours that, always, are consistent with an open, inclusive and participative style
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme
- To carry out his/her duties always with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required
- To work flexibly and to undertake such other duties that may reasonably be allocated by the Assistant Principal
- The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS Check).
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.



CITY AND ISLINGTON
COLLEGE



Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.





Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Level 3 qualification		X
	GCSE English and maths or equivalent.	X	
Knowledge / Experience	Experience of working in a FE College Environment.	X	
	Knowledge of Microsoft suite, including Word and Excel	X	
	Good working knowledge of the use of all office equipment e.g. photocopiers, scanners, printers	X	
	Experience in carrying out a range of administrative support duties	X	
	Experience of organising meetings and keeping to deadlines.	X	
	Experience of working independently as well as within a team	X	
Skills / Abilities	Excellent communication skills, both written and oral	X	
	Ability to deal with people in a courteous and efficient manner	X	
	Ability to prioritise and plan work, achieving deadlines and work under pressure	X	
	High level of discretion and interpersonal skills, ability to act diplomatically and with discretion	X	
	Excellent organisational and planning skills with attention to detail	X	
	Ability to take minutes	X	
	Ability to set own priorities, work effectively under pressure and meet deadlines and manage multiple priorities	X	

When completing your application form and writing your supporting statement please make sure that you cover all the points in the

Person Specification.