

## **Job Description**

### **Centre School Administrator**

### **Administration and Exam**

#### **The role**

The post holder will be required to provide administration support to the Head of School and curriculum staff in order to support the effective management and delivery of the curriculum and its operation within a designated centre. To work in a team and liaise with curriculum staff and cross-college services on student and staff matters and manage enquiries and administration tasks relating to courses. To provide effective and flexible support for ad hoc business tasks and events such as those linked to enrolment, progression and admissions within each centre.

**Responsible to:** Head of College Administration and Exams

The main purpose of the role is to:

- In liaison with the Head of College Administration & Exams, Head of School and Curriculum Managers create, review and update all school timetables within EBS ensuring that all timetabling entered into EBS is accurate as per the timetabling guidelines
- Provide flexible administration support for the campus curriculum areas to ensure the successful running of the college provision
- Provide an effective first point of contact for students, parents/carers, staff and members of the public, face to face and on the phone. Follow up student absence for designated curriculum area and courses.
- Provide high level administrative support to the Head of College Administration & Exams, Head of School and Curriculum Team including all aspects of resources management in relation to budget, room and staff utilisation.
- Liaise with the Head School and Curriculum Managers to ensure course, room and staff timetables are up-to-date and accurate and ensure visiting tutors claims are processed timely.
- Liaise with MIS regarding withdrawals, transfers, late starters, early completers and cancelled enrolments and supplies the appropriate completed forms for actioning in EBS
- Support events such as those linked to enrolment, progression and admissions as well as parents' evenings and open days within the college. Participates in enrolment duties as required
- Responsible for working within set procedures to ensure that audit trails and all supporting documentation is stored as per external / internal audit guidance and GDPR guidelines
- Provide support to students and curriculum teams, in a courteous, effective and timely manner, including troubleshooting and answering queries
- Work closely with the Head of College Administration & Exams Head of School and curriculum team to ensure the effective running of curriculum and the student experience

#### **General Duties**

The post holder will assist with or undertake the following:

- To keep up-to-date with QA initiatives and to develop and meet service standards for the area of work.
- To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.

- To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
- To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
- To be available to assist in enrolment and other procedures, which may require occasional evening and weekend work.
- Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group 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**

This Job Description / Specification is subject to periodic review.

**Salary scale: org3/4** £21,013- £23,673 per annum inc. London Weighting

## Person Specification Centre School Administrator

### Person Specification, Experience and Qualifications

		Essential	Desirable
1.	Experience of providing strong administrative support within a fast-paced environment	✓	
2.	Experience of working effectively within a curriculum setting to support and manage curriculum and centre administration		✓
3.	Experience of liaising and supporting students, parents and staff and achieving successful resolutions to enquiries		✓
4.	Educated to GCSE/ Level 2 (or equivalent) with grades A*-C in English and Mathematics (or to achieve BKSBS equivalent within six weeks of appointment)	✓	
5.	Ability to build relationships across teams to deliver tasks effectively	✓	
6.	Working knowledge of FE information systems.		✓
7.	High level of computer literacy	✓	
8.	Able to work effectively under pressure and to adhere to strict deadlines	✓	
9.	Able to work accurately according to set procedures	✓	
10.	Able to use initiative, organise and prioritise	✓	
11.	Able to identify and implement improvements in existing systems	✓	
12.	Able to communicate effectively, both orally and in writing, at all levels	✓	
13.	Commitment to establishing and maintaining good working relations with colleagues and learners	✓	
14.	Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults	✓	
15.	Commitment to the provision of a quality service and the implementation of quality improvements.	✓	
16.	Commitment to valuing diversity	✓	
17.	Able to work flexibly throughout the week/over the year by prior agreement with line manager	✓	