College of Integrated Chinese Medicine

 Job Description for Programme Administrator

**Accountable to:** Office Manager, Principal

**Job Overview:** The Programme Administrator plans and maintains the timetable and publishes the timetable and updates throughout the year. They will also assist in preparing information for HESA

**Duties and responsibilities**

**HESA**

* Prepare information for HESA as required.
* Update all student and course information throughout the year
* Develop and maintain the database in accordance with reporting requirements

**Internal and external reporting**

* Supply relevant information for all reports as required including QAA, OfS, BAAB etc

**Data**

* To organise an NSS survey and data each year

**Student surveys**

* Prepare a timetable for student surveys and send them to the class at the appropriate time throughout the year.

**Meetings**

* Set dates for Programme Leader and Council meetings
* Prepare minutes for Programme leaders' meetings. Organise Council meetings: send out agendas and take and prepare minutes, obtain reports from Principle and Finance Director.

**Timetable**

* Produce future course dates and obtain sign-off from EC
* Organise timetable review meetings with Programme Leaders
* Produce and maintain the timetable template
* Collate data to produce annual timetable
* Liaise and organise dates with all external speakers
* When teaching allocation is completed by a member of the teaching team, organise Zoom meetings.
* Liaise with the registrar to organise the structure of the VLE. Add lessons numbers to the timetable and upload to the VLE.
* Complete all ongoing updates to the timetable and republish on the VLE.
* Communicate with students when required.

**Additional admin/Reception duties**

* Covering reception and additional admin support when required
* Any other additional tasks required by the Office Manager and College Principal

**Job Specifications**

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| **Criteria**   | **Essential**   | **Desirable**   |
| **Qualifications**   |    |    |
| Undergraduate degree, **or** equivalent relevant professional experience   |  |   x |
| Previous experience of working within data entry, timetabling and record keeping. (significant experience).    | x  |   |
| An understanding or appreciation of acupuncture as a profession   |   |  x  |
| **Experience/Knowledge**   |    |    |
| Significant experience of reports, scheduling and timetabling delivering excellent outcomes and driving high service performance   | x   |    |
| **Skills & Attributes**   |    |    |
| Excellent planning and judgment including well-developed verbal, presentation and written communication skills.   | x   |    |
| Excellent interpersonal skills  | x   |    |
| Highly organised, reliable, resilient, and able to work strategically under pressure to deliver outcomes   | x   |    |
| Demonstrated commitment to equality, diversity, dignity and respect of all students and staff and patients.   | x   |    |
| Commitment to confidentiality and ability to work with tact and sensitivity in complex situations.   | x   |    |

Salary: £30,000 FTE

Probation period: 3 months

Place of work: on site in our Reading office

Part-time hours: the post is 3 days a week Wednesday- Friday 22.5-hour week. 9am to 5.30pm with 1 hour unpaid lunch

Holidays: 28 days including bank holidays (pro rata)

To apply please email your CV to Lisa Bayliss, Office Manager, lbayliss@cicm.org.uk, who may be in contact with an application form.