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**

|  |  |  |
| --- | --- | --- |
| **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](mailto:lbayliss@cicm.org.uk), who may be in contact with an application form.