**JOB DESCRIPTION**

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| **Job Title** | Curriculum Administrator |
| **Salary Scale/Grade** | Grade 4, Spinal Point 3 |
| **Responsible to** | Vice Principle & Curriculum Manager |
| **Date of Job Description** | May 2023 |
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| **Purpose**  This role requires you to provide administration support for the Senior Curriculum Management Team. This highly professional, flexible, pro-active customer service role requires the Administrator to be highly adaptable and demonstrate excellent interpersonal skills. Consistency, approachability, and helpfulness are key along with a positive self-reliant manner.  Discretion is essential at key times, with a can-do problem-solving attitude to seek long term sensible solutions. Workload anticipation is vital on a daily, monthly, and annual cycle. A willingness to own, problem solve and suggest new approaches and systems will also be important. | |
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| **Main Duties and Responsibilities:**   * Provide initial point of contact for the Vice & Assistant Principals for general internal and external telephone, e-mail, and face to face enquiries. * Provide administrative assistance for the effective operation of the Curriculum Management team including producing letters, absence reports, student data and setting up meetings. * Prepare faculty data reports for the Vice Principal and Assistant Principals supporting with regular data checks including half-termly progress and monitoring data. * Arranging and setting up of meetings on behalf of the Vice Principal and preparing required documents. * Attend, contribute and take notes/minutes for essential team and college meetings as appropriate. * Acquire a working knowledge of the content of courses offered and be able to support teaching staff and students with queries. * Support Vice and Assistant Principals with Student Disciplinary actions and keep appropriate records. * Work with the Vice and Assistant Principals to effectively monitor the implementation of the College’s Quality Assurance system. * Progressing/chasing/collating of reports/papers/documents requested by and on behalf of the Vice Principal and Assistant Principals. * Raise purchase orders for goods and services as directed by the management team and monitor non-pay spending. * To collate course details and liaise with Marketing to ensure all course details are up-to-date and correct. * Support with planning, organisation and ensure smooth running of various college events including Open Evenings, Parents Consultation Evenings and Awards Ceremonies. * Support the Curriculum Management team with any other administrative duties as they arise. * To be familiar with the work of other members of the Administrative Team in order to ensure effective cover for sickness, holidays etc.   **Quality, Standards and Compliance:**  Continuous Improvement.   * To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements * To attend and participate in monthly team meetings * To work as part of the team to create an inspiring environment with an open communication culture * To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.   Personal Development   * Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College’s aims. * Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * Work within the security guidelines and any relevant codes of practice and rules laid down by the College. * Complies with the College’s Code of Conduct for employees and any regulations which apply to the role/work area   Diversity and Inclusion and College values   * It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity, diversity and inclusion and College values   Safeguarding and PREVENT Responsibilities   * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children   Data Protection and Confidentiality   * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to Data Protection and confidentiality   Health & Safety   * The post holder will undertake their duties in full accordance with the College’s Health and Safety policies, procedures and risk assessments * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare   Additional Duties   * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. | |
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| **GENERAL:**  The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed. | |

**PERSON SPECIFICATION**

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| **Job Title** | Curriculum Administrator |
| **Department** | Curriculum & Quality |
| **Salary Scale/Grade** | Grade 4, Spinal Point 3 |

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| **Criteria** | **Description** | **Essential Desirable**  **(E/D)** | **Assessed By Application Interview Test** |
| Education & Qualifications | A good standard of basic education (Maths and English GCSE pass or equivalent) | E | A |
| Evidence of commitment to self-development | D | A |
| Experience | Experience of working in an administrative role | E | A/I |
| Experience of managing a diverse workload and the ability to follow and review processes | E | A/I |
| Good written and verbal skills | E | A/I |
| Experience of working directly with students | D | A/I |
| Skills, knowledge, and competencies | Good IT skills including a good working knowledge of the following applications: MS Word; MS Excel; MS Outlook and willingness and capability to learn college-based systems such as EBS and pro-Achieve. | E | A/I |
| Excellent interpersonal skills | E | I |
| Ability to work as part of a team | E | I |
| Ability to work on own initiative with minimum supervision | E | I |
| Ability to meet targets within agreed timescales | E | I |
| Excellent organisational skills | E | I |
| Personal characteristics | Professional approach to work and appearance | E | I |
| Enthusiasm and optimism | E | I |
| Commitment to excellence | E | I |
| Flexible attitude in the way they perform the job | E | I |
| Professional approach to work and appearance | E | A/I |
| Commitment to excellence and quality | E | A/I |
| Other | A commitment to safeguarding and the wellbeing of learners | E | A/I |
| This post is subject to an enhanced Disclosure and Barring Service check. | E | A/I |

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.