



Job Description

Job Title	Quality and Curriculum Administrator
Salary / Grade	A18 – 21: 22.5 hours
Department	Senior Leadership Team
Immediate Line Manager	Vice Principal Quality and Curriculum
Date	Nov 2021

Main purpose and scope of post

To assist the Vice Principals and Curriculum team by providing efficient, comprehensive and confidential administrative support.

Responsibilities and accountabilities – General

- Contribute to the development and maintenance of a positive culture that embeds the College's values, and ensures that students and staff feel valued, safe and supported
- Present a positive, "can do" attitude and taking personal responsibility for own actions
- Committed to a culture of continuous improvement and ensuring that own contribution to the role and the College is of the highest standard
- Represent the College positively and effectively in dealings with external parties
- Take responsibility for own continuing professional development as agreed in the appraisal process.
- Responsible for taking all appropriate measures to safeguard young people and promote their welfare.

Responsibilities and accountabilities – Detailed

- To provide administrative support to the Vice Principal Quality and Curriculum and team.
- To act as first point of contact for the Curriculum Team ensuring prompt responses to queries and/or actions arising.
- Assist the Executive Assistant and PA to the Principal with the formatting and publishing of whole College policies, strategies and procedures.
- Assist the Executive Assistant and PA to the Principal with the administration of the complaints and disciplinary processes.
- Contribute to the organisation of College events and activities.
- Assist with the organisation of weekly team meetings, as required, by making room bookings, setting teams meetings, collating and distributing papers and taking minutes.
- Undertake administrative duties associated with the Internal Quality Review process, associated Quality Cycle and improvement plan, plus external quality assurance and verification processes, under the direction of the Vice Principal Quality and Curriculum.
- Support the Vice Principal Quality and Curriculum in preparing information for the Corporation and Quality and Standards Committee.
- Assist with the administration of learning activities, formal and informal.
- Assist with diarising the Educational Psychologist's schedule.
- Assist with the College self-assessment and quality improvement process including planning and supporting moderation/ validation activities as required.
- Assist with the organisation of meetings, as required, by making room bookings, setting teams meeting, collating and distributing papers and taking minutes.
- Provide any other administration or secretarial support to the Senior Leadership Team, the Executive Assistant & PA to the Principal as requested.
- Be responsible for developing and maintaining skills and knowledge to competently perform own role through research and training as identified during the appraisal process.
- Comply with College policies and procedures.
- Carry out any other reasonable duties requested by line manager.
- Handle sensitive and confidential issues in a discreet and professional manner at all times.

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Person Specification

Job Title	Quality and Curriculum Administrator	
Selection Criteriaⁱ A= Application Form I = Interview T = Test/Personality Profile	Essential/ Desirable	Method of Candidate Assessment A, I or T
Experience		
1. Experience of working in an office environment in the educational sector, preferably in FE	Desirable	A, I
2. Experience of working in an administrative role	Essential	A, I
3. Experience of working in a role requiring confidentiality and discretion	Essential	A, I
4. Proven track record of implementing and maintaining administrative systems	Essential	A, I
Educational/ Vocational Qualifications		
1. Educated to a minimum of level 2 in English and Mathematics	Essential	A
2. Educated to level 3 in a business or administration discipline	Desirable	A
3. Typing or similar word processing qualification	Desirable	A
Skills		
1. An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the College	Essential	A, I
2. Highly developed communication (written and verbal skills), presentation, external liaison and networking skills	Essential	A
3. Good organisational and time management skills	Essential	A, I
4. A systematic approach to work with excellent problem solving skills	Essential	A, I
4. An ability to respond with flexibility to changing priorities	Essential	A, I
5. Highly developed organisational skills	Essential	A, I, T
6. Advanced IT skills, including MS Office, and the ability to analyse data	Essential	A, I, T
7. High level of secretarial ability including minute taking and typewriting/word processing skills.	Essential	A, I, T
8. An ability to prioritise and manage own workload	Essential	A, I, T
Approach		
1. A positive and proactive attitude	Essential	A, I
2. A strong commitment to student success	Essential	A, I
3. A commitment to excellence	Essential	A, I
4. Ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery	Essential	A, I
5. The ability to motivate and encourage others, inspire trust and a sense of common purpose	Essential	I
6. Ability to work effectively through teams and a critical and sensitive understanding of the roles of other staff	Essential	I
7. Able to clearly demonstrate understanding of safeguarding responsibilities and a commitment to promoting the welfare of young people	Essential	I
Prepared by VP Quality and Curriculum	Date Nov 2021	

ⁱ The selection criteria are for guidance only and alternative methods may be used to assist the selection process.