

Quality and Curriculum Administrator

Permanent

22.5 hours per week, Monday to Friday, all year round

£17,510.96 - £19,554.90 per annum pro rata

Hereward College is a general further education college located in Coventry. We offer inclusive provision with specialist facilities for students with a wide range of learning difficulties and/or disabilities.

We have an exciting opportunity for a Quality and Curriculum Administrator to provide administrative assistance to the Senior Leadership Team. The successful post holder will provide a timely, efficient, comprehensive and confidential administrative support. This is a varied post with duties including diary management, responding to queries, assisting with the publishing of whole college documents, minute taking and more.

We are looking for an organised individual who is accurate with good attention to detail. You will have experience of working in a busy customer focused environment as well as experience and knowledge of general MS Office IT systems and applications including spread sheets and word processing. In addition to being an effective communicator who can deal with situations with tact and diplomacy whilst respecting the need for confidentiality, you will be process driven, meticulous and have excellent attention to detail.

In return we offer a competitive benefits package including 30 days' annual leave plus 12 bank/concessionary holidays, on site canteen, free parking, generous local government pension scheme and a friendly working environment.

You must hold Level 2 qualifications (GCSE Grade A – C) or equivalent in English and Maths. If you cannot evidence this qualification in Maths and English, you will be required to undergo an assessment as part of the interview process to determine you are operating at the required level.

For further details and to apply, please visit
<https://www.hereward.ac.uk/about/join-our-team/>

Completed application forms and diversity monitoring forms for this post should be emailed to vacancies@hereward.ac.uk no later than 7th December 2021 at 9.00am. The College reserves the right to close this advert when sufficient applications have been received.

This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff to share this commitment. Successful candidates will be required to complete Enhanced DBS disclosure and provide referee details. Start dates will be conditional upon receipt of a satisfactory pre-employment checks.

Whilst all applications are judged on merit alone, we would welcome applications from ethnic minority candidates as this section of the community is currently under-represented in our workforce. The College is committed to supporting employees who experience mental health difficulties and is proud to display the Mindful Employer logo.