Job Description and Person Specification

Curriculum Administrative Assistant

Team: Brinsbury

Reports to: Head of Learning

Location: Brinsbury College

Job Purpose

- To provide a comprehensive administrative service to the curriculum area team to support effective delivery of the curriculum.

Key Responsibilities

- To liaise with internal departments in respect of all student related data to enable the curriculum area team to meet the requirements of the College.
- To provide administrative support to the curriculum area team to ensure that the area operates effectively, including maintaining accurate records and effective and efficient filing systems.
- To assist in the on-going development of systems, processes and procedures to ensure the effective operation of the area.
- To ensure customer satisfaction by effectively handling enquiries in all formats, from students, employers, colleagues, parents and external organisations.
- To input data to College systems, assist with the online and paper-based tracking of students and maintain the associated paperwork.
- To co-ordinate the input and management of student qualifications and/or functional skills, enrolments, registrations and claims.
- To assist the curriculum area team when scheduling hours for academic staff and input information to the Payroll system.
- To contribute to the organisation of area events, such as parents evenings and open evenings, including appointment making, corresponding with parents and external visitors and organisation of facilities such as rooms, equipment and refreshments.
- To deal with financial administration relating to placing orders with external suppliers and cash handling.
- To provide general administrative support as required within the Directorate.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Working within an administrative role	Essential	Application Form/Interview
Working within a customer focused environment	Essential	
Working within an office environment	Desirable	
Working within the education sector	Desirable	
Working within budget constraints	Desirable	
Knowledge		
Working knowledge of Microsoft Office applications, including Word, Outlook and Excel	Essential	Application Form/Interview/ Assessment
Equality Act 2010	Desirable	
Equal opportunities and health and safety legislation and procedures	Desirable	
An understanding of safeguarding vulnerable groups	Desirable	
Qualifications		
GCSE (or equivalent) in English and Maths at grade 4/C or above	Essential	Application Form/Certificate/ BKSB
Information Technology or Administrative qualification at level 2	Desirable	
Skills and Abilities		
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	Application Form/Interview/ Assessment
Ability to communicate with a diverse range of people at all levels, verbally and in writing	Essential	
IT and keyboard skills, including the use of email	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Customer service skills	Essential	
Ability to establish and maintain effective administrative processes	Essential	
Attention to detail	Essential	
Attributes		
Flexible and proactive approach	Essential	Application Form
Commitment to confidentiality	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Terms and Conditions

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	14.8
Working weeks per year	52
Salary range:	Pro rata of £26,305 - £26,402 per annum (i.e. £10,522 – 10,560.80)
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 74 hours (25 days pro rata) per annum, rising to 82.9 hours (28 days pro rata) with each complete year of service as of 31 December, plus 23.7 hours (8 days pro rata) for bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.