



Job Description

Job Title	Curriculum Administrator
Department	Curriculum
Reporting to:	Learning Area Managers
Post reference:	
Main Purpose of the role	
To provide advice and guidance to enrolled and prospective students, administrative support to department and assist with external stakeholders. To help the successful running of the department, provision, process of financial payments and ensure student data is processed correctly. This role will require the person to work from various sites.	
Key Tasks / responsibilities:	
• Provide frontline support of learners, handling day-to-day student enquiries and act as the central point of contact for external and internal enquiries Work closely with department staff and LAM to provide administrative support in tracking learners. • Work closely with Assistant Principal, Learning Area Managers, Team Leader, Programme Leads and Tutors to provide administrative support in tracking learners (Learner database, SLAs, contextualised statements, marking records). • Process and track learner's enrolment forms or student data. • Monitor learner achievement and completions, and work with departments for accuracy of recording. • Co-ordinate financial aspects of the area, including invoicing and order processing. • Support liaisons of external stakeholder contact, attend meetings where appropriate, and feedback. • Provide support for marketing and course promotion. • Assist in the co-ordination of the any prospectuses or website material linked to the department. • Assist with exam bookings and registrations with Professional Bodies. • Liaise with students/exams office/awarding body and employers. • Undertake general office duties including word processing, typing, photocopying, filing, dealing with mail and other similar duties.	

• Provide support for promotional events. • Undertake such other work as may be required, commensurate with the grade. • Process department orders i.e. text books, exams and stationery • Use college systems (e.g .PowerBi, ProSolution and others) to complete tasks
Role Dimensions
• Admin support to 400+ learners • Ordering and processing materials of £60,000+ • 500+ learners in department • 40+ courses in department • Courses offered at all sites
Key Interfaces
• Key interfaces include, Assistant Principal, Learning Area Managers, Tutors • Learner Support, Learner Services, Finance, exams and enrolments • External bodies Social Services, Job centre plus, Schools, Employers • External contacts also include parents and guardians of students,
Supporting College Goals and Values – all roles
In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values. This means: • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety,
Measurable Performance Standards for this role
• Course recruitment • Application conversation • Application enrolments • Learner enquiry response time • Invoice turnaround time

Level of Disclosure and Barring (DBS) disclosure required					
Standard					
Author and Date					
Stuart Evans 31/8/23					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Professional Studies Administrator



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C or above	✓		Application form
Level 3 Administration or equivalent	✓		Application form
Level 2 ICT	✓		Application form
Full driving licence Own transport	✓		Application form
Experience and knowledge			
Experience of working with financial systems	✓		Application form
Knowledge of the Further Education sector		✓	Application form or interview
Customer Service experience	✓		Application form
Skills and abilities			
IT Literate (especially proficient in the use of Excel, Word and MS Teams)	✓		Application form or interview
Excellent use of email systems	✓		Application form or interview

Criteria	Essential	Desirable	Assessed by
Excellent communication skills with customers, team members and partners		✓	Interview
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses	✓		Application form