

JOB DESCRIPTION

Job Title:	Academic Administrator
Reports to:	Vice Principal
Location:	Huntingdon
Responsible for:	Academic administration and student contact

Purpose of the post

To provide high level administration support to the academic teams

Responsibilities to include:

- Quality Assurance Administration
- Academic Administration
- Health and Safety
- Equal Opportunities
- Information, Advice and Guidance

Detailed Tasks

1. Quality Assurance administration

- 1.1 Prepare and analyse data relating to the academic programmes, course administration and procedures relating to specific courses.
- 1.2 Participate in preparation of reports including absence monitoring, student achievement/retention and surveys.
- 1.3 Provide general administration support to the academic programme team.

2. Academic administration

- 2.1 Assist with the recruitment and support of students
- 2.2 Process academic documentation to include but not limited to student evaluations, destination documents /exit forms, absence forms, Behavioural Tools and Personal Conduct Assessments.
- 2.3 Provide regular detailed feedback to learners and their employers regarding progression and achievement and develop strategies with learners to improve retention, achievement and agree targets with the manager.
- 2.4 Coordinate and carry out student progress review and learner review meetings and process paperwork
- 2.5 Undertake the administrative duties required to evidence teaching and learning as outlined in the Academic Quality Handbook. Implement evaluations and review of

provision in accordance with Academic Quality Handbook and review academic data and important development strategies in accordance with Academic Quality Handbook

- 2.6 Coordinate and take minutes of programme meetings as advised
- 2.7 Assist with Awarding Body and Regulatory Body visits
- 2.8 Assist with internal audits and other causes for concern
- 2.9 Support Vice Principal with archiving of emails and associated documents
- 2.10 To liaise with the programme team bringing to their attention issues affecting learner performance.
- 2.11 Coordinate and assist with planning of programme events including induction days, recruitment days and leavers' days.
- 2.12 Assist with timetabling and room bookings for the academic programmes
- 2.13 Assist with planning and invigilation of examinations
- 2.14 Check on student VLE activity
- 2.15 Work in a flexible, proactive manner to meet the changing requirements of further education and undertake such other duties, commensurate with the post, as may be required by manager.
- 2.16 Assist with uploading of material to the VLE under direction of academic team

3. Information, Advice and Guidance

- 3.1 Provide all learners and potential learners with accurate and up to date information
- 3.2 Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance
- 3.3 Actively promote high quality information, advice and guidance
- 3.4 Listen to what clients of our service say about our provision and continually improve our delivery
- 3.5 Member of Customer Advice Team (CAT)

4. Health and Safety

- 4.1 To ensure that the work environment is safe
- 4.2 To take care of your own and others' safety
- 4.3 Attend relevant safeguarding and other staff training
- 4.4 To attend Health and Safety training (where appropriate) and use equipment in accordance with the training and instructions received

5. Equality, Diversity and Inclusion

- 5.1 To assist with the implementation of the College's Equality, Diversity and Inclusion policy throughout the Organisation
- 5.2 To contribute towards the development of the Equality, Diversity and Inclusion strategies and make recommendations to the Senior Management Team
- 5.3 Monitor and audit compliance of Equality, Diversity and Inclusion within BSc VN programme
- 5.4 To assist with any investigation of non-compliance of Equality, Diversity and Inclusion

6. Safeguarding

- 6.1 Ensure you know the name of the designated person and their role.
- 6.2 Know how to pass on and record concerns about a child or young person.

6.3 Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales.

6.4 Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse.

6.5 Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.

6.6 Be clear with students that you cannot promise to keep secrets.

6.7 Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met.

6.8 Promote health in areas such as:

- Smoking
- Drug and alcohol use
- Disease prevention and control

6.9 Review policy and procedures on an annual basis.

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

You are liable to undertake such duties as may be reasonably required commensurate with your role.

Attributes	Essential	Desirable	How Identified
Education level/ Qualification	Professional administration qualification Good Educational Knowledge Willing to undertake essential CPD Key Skills or Functional Skills	L3 Customer service award Level 3 qualification in ICT e.g. Key Skills or Functional Skills. Coaching/Mentoring qualification	Sight of qualifications documents Application form
Experience	Customer service Understanding of quality improvement strategies Good communication and IT skills Use of Microsoft applications e.g. Excel/word/outlook Use of video conferencing applications	Up to date knowledge within the educational environment Understanding of assessment and requirements for the courses in the learning schools, especially where this is externally accredited.	Application form References
Knowledge & Ability	To build effective professional relationships with students, staff, clients and contractors at all levels. To communicate clearly and concisely so that requirements are put persuasively and information is presented accurately. Participate actively in the College's performance review and appraisal processes. Develop competences and expertise in self. Committed to equality and diversity Generate and provide specialist and/or	Ability to work as a member of a team in a variety of contexts	Application form References Interview

Attributes	Essential	Desirable	How Identified
	<p>administrative services which benefit the organisation and lead to a high level of both internal and external customer satisfaction</p> <p>Implement strategic and operational planning processes. Knowledge of data protection</p>		
Attitude/Disposition	<p>Ability to develop individual potential Possess patience & persistence Willing to positively promote the College at every opportunity. The determination to set challenging targets with the expectation of high standards Committed to achievement and success Committed to equal opportunities Positive attitude to students Good communication skills Problem-solving skills Well-organised Flexibility and adaptability Confidential Accurate</p>	<p>Self-confident and persuasive communicator. Appropriate attitude to the use of authority and maintaining discipline through an even temperament and amiable disposition</p>	References Interview