JOB TITLE: Curriculum Administrator - Sport and Public Services
REPORTS TO: Programme Manager
STAFF RESPONSIBILITY: None
GRADE: APT&C 3
HOURS: 18.5 hours per week
SALARY: Pro rata of £15,889 to £16,850
LOCATION: Banbury

TEAM PURPOSE:

To contribute towards the efficient and effective working of Curriculum Areas.

JOB PURPOSE:

1. Provide secretarial and administrative support to the relevant Curriculum and Programme Managers, Course Leaders and Lecturers.

2. Provide typing services and document production for the area and maintain filing and record systems, typing and updating of academic staff CV's for the area, and the distribution of some college certificates.

3. Co-ordinate appointments, meeting and greeting visitors, taking messages, answering telephone enquiries and to collect and distribute internal mail for area.

4. Maintain and order stationery supplies for the area and deal with invoicing and budgetary records.

5. Produce and maintain a file of the copies of hourly-paid staff assignments and claims.

6. Record and return Staff Absence Reporting documentation for HR. Process and update the staff holiday planners for the area.

7. Book and plan for new student interviews, filing paperwork and liaising with customer services

Status of the Job Description
This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the key responsibilities.

Diversity Statement
It is the Policy of Oxford and Cherwell College to recognise and encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will, therefore aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation in both education and employment.

Health & Safety Statement
All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

Safeguarding Statement
Oxford and Cherwell Valley College is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION FOR: Curriculum Administrator – Sport and Public Services

Qualifications and Awards	**Essential**	**Desirable**	**How tested**
Level 3 or equivalent qualification in Business Administration/Administration (GNVQ or equivalent)		Yes	Application form
Professional Knowledge and Experience			
Previous relevant administrative experience	Yes		Application form
Technical Competencies and Skills			
Excellent IT skills to include Word processing, spreadsheets, databases.	Yes		Application form, test
Excellent administrative and filing skills	Yes		Application form, test
Good organisational skills	Yes		Interview
Work well under pressure	Yes		Interview
Work well to tight deadlines	Yes		Interview
Interpersonal skills, Intellectual Ability			
Excellent customer service manner	Yes		Application form, interview
Ability to prioritise and organise workload	Yes		Interview
Ability to help manage a complex workload	Yes		Interview
Ability to take initiative in support of manager/s	Yes		Interview

Prepared by .....Date.....

Agreed by Human Resources .....Date.....

Signed by Postholder .....Date.....