

Administrator – Curriculum

Department:	Children, Young People, Education and Skills	
Section:	Highlands College	
Reports to:	Business Support Manager	
JE Ref:	CYP1198	
Grade:	CS06	JE Date: 19/12/2023

Job purpose

To provide comprehensive administrative support to Highlands College curriculum departments

Job specific outcomes

1. To provide secretarial support at Departmental meetings – working to agendas, minute taking and making all necessary arrangements for meetings (collating and preparing the necessary background papers etc.) and ensuring that all the required supporting information is available.
2. Answering routine enquiries and providing accurate, detailed, professional information as required.
3. Manage diary entries and responses on behalf of the Departments if required.
4. Organise tutor / student catering requirements for programmes and open days (often operating throughout the working day and evenings) and initiate the invoice procedure where applicable in order to recover the costs involved.
5. Provide administrative support taking minutes of Quality Assurance meetings, keeping the audit schedule up to date and preparing reports.
6. Organise and administer student interviews and assessing processes, maintaining confidential student records whilst always ensuring that the outcomes are correctly recorded.
7. Compose and type letters, agendas, minutes, and circulars to a high standard of accuracy and consistency. Sort and prioritise incoming mail, action routine correspondence without referral, maintain adequate stationery stocks and file publications accordingly.
8. Monitor student attendance in line with team attendance policies and act as first point of contact between students and tutors within the Departments. Administer student external visits on and off the island and organise student work experience placements and parental consent.

9. Organize and administer Departmental training for staff. Make travel, accommodation and subsistence arrangements for the departments attending training courses, conferences, and meetings both on and outside of the Island.
10. As directed by their Line Manager, ensure that other administrative processes necessary for the smooth running of the office (ordering stationery, equipment maintenance, etc.) are properly administered.
11. Undertake general clerical duties including filing, photocopying etc.
12. To undertake any other general tasks for the good and benefit of the College its students and staff, as directed by their Line Manager which are relevant to the role, grade and experience of the postholder.

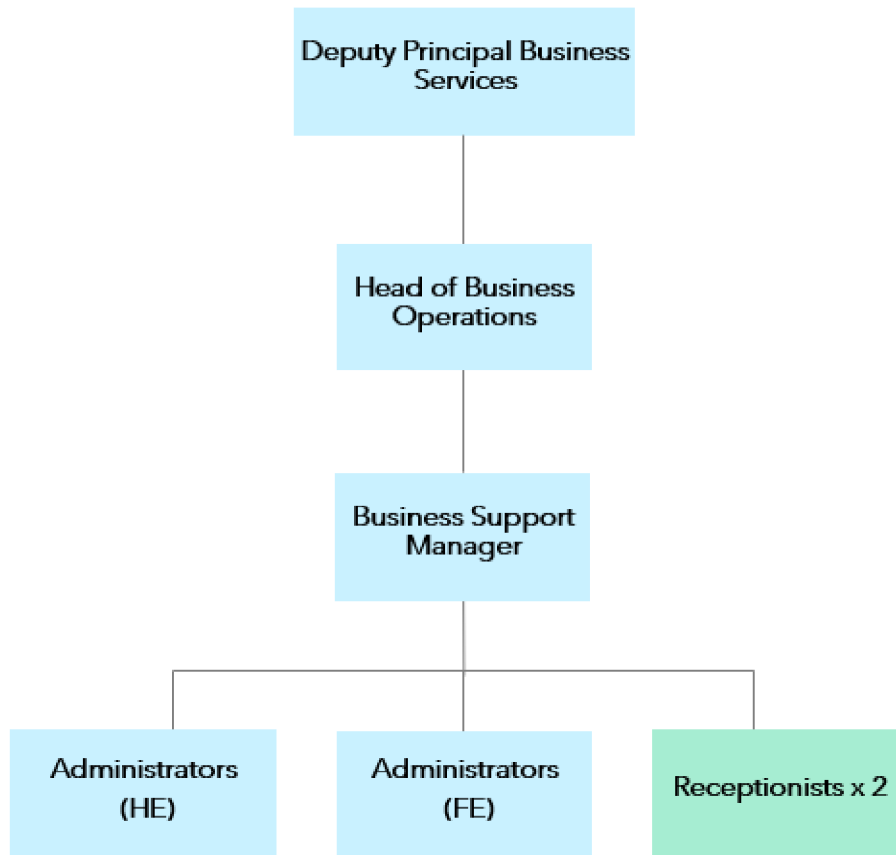
Statutory responsibilities
 Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	The postholder must be educated to A-level standard (preferably in administration or business-related areas) or possess academic or vocational qualifications to a similar level and/or be able to demonstrate an equivalent level of experience.	
Knowledge	<p>Clerical and administrative skills are required and the postholder must be able to demonstrate the ability to work under their own initiative with a minimum of supervision, must be a self-starter and must be able to demonstrate the ability to organise workflow and meet tight deadlines.</p> <p>The post requires a high degree of confidentiality and excellent all round communication skills is an essential feature of the work undertaken.</p> <p>Working knowledge of Data Protection (Jersey) Law 2018.</p>	
Technical / Work-based Skills	IT skills are essential to this post, including the	

	ability to use a wide range of MS Office products (365: Word, Excel, Outlook, Teams) to a high standard.	
General Skills/Attributes	Organisational and planning skills to manage and prioritise enquiries as they happen. Excellent customer service skills, with the ability to communicate at all levels.	
Experience	Previous experience of administration work is required.	Minimum of 3 years' experience in administration work.

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.