

|  |
| --- |
| **Higher Education Office Administrator** |

|  |  |
| --- | --- |
| **Reporting to:** | HE Manager |
| **Working Hours:** | Full time (37.5 hours per week) |
| **Salary:** | Scale (13-18) £19,826 - £23,293per annum |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The post holder will be responsible to provide administrative support for the Higher Education provision at Plumpton College.

**Duties and Responsibilities of the Job**

|  |
| --- |
| 1. To administer the HE admissions cycle, including communicating with applicants and processing UCAS information |
| 1. To administer HE enrolment and support the HE Manager in initial data collection and entry |
| 1. To provide a professional and prompt response to Higher Education students in person, by telephone or by written correspondence |
| 1. To provide support with general HE administration |
| 1. To provide the administration for specific HE projects as required |
| 1. To ensure correct input of relevant student data |
| 1. To be the first point of contact, and provide IAG, for students in relation to Disabled Students Allowance |
| 1. To update the HE area on Plumpton Online as required (SharePoint) |
| 1. To service HE Meetings including taking minutes |
| 1. To provide support to, and work in partnership with other College teams, in terms of the Higher Education offer |
| 1. To ensure that all decisions and actions are made at the appropriate level within the College |
| 1. To work to ensure continuous quality improvement and service excellence. To contribute towards achievement and maintenance of relevant quality standards, aspiring to attain an outstanding experience for all HE students |
| 1. To perform all of the above duties in accordance with College policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance, financial matters and Data Protection Act |
| 1. To work to promote and apply the College’s Safeguarding policy and practices |
| 1. Any other job-related activities as requested appropriate to the grading of the post |

**Continuous Professional Development**

|  |
| --- |
| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

|  |
| --- |
| **Essential criteria for the post** |
| Excellent communication skills |
| First class organisation skills |
| Experience in Higher Education administration |
| Level 2 Maths and English |
| Ability to work with a range of stakeholders including academic staff and students |
| Good planning, organisational and time management skills, working to high standards |
| Professional and positive attitude |
| Knowledge and understanding of the Higher Education Student journey, from application to graduation |
| Reliable and flexible |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave must be booked on-line via the HR/Payroll system.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Access to Employee Assistance Programme, Cycle to Work Scheme and staff discounts.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.