



JOB PROFILE

Job title:	Senior Faculty Administrator
Grade::	Band 5
JE number:	JE15
Accountable to:	Assistant Principal - Nottingham College
Line Management of:	N/A

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College.
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, Equality Diversity Inclusion (EDI), Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

Specific Duties and responsibilities

1. Lead and coordinated the administrative function of a Faculty.
2. Lead and co-ordinate the administrative activities that take place across the Faculty to support all staff and students.
3. Work in conjunction with the Assistant Principal, Heads of Faculty, Faculty Area Managers and relevant Curriculum and cross College colleagues to support quality processes through monitoring actions, deadlines and ensuring consistency across the Faculty
4. Monitor and track the learner journey via College reporting systems and learner voice activities, and work with curriculum and management teams to ensure the highest standards in the Faculty
5. Provide administrative support to the Heads of Faculty and Faculty Area Managers to ensure the consistent operation of the Faculty to expected standards
6. Support Heads of Faculty and Faculty Area Managers to build and maintain links with external agencies, including stakeholders, Governors, partner organisations and employers, through the provision of information and arrangement of meetings

7. Co-ordinate and support Heads of Faculty and Faculty Area Managers in the production of reports, including researching and accessing information, proofing and editing of document and assigning working timeframes to ensure deadlines are met.
8. Work with management, professional service and administration teams to support the generation of accurate and timely information for the Faculty
9. Lead the oversight of process and operation of initial assessment and diagnostic for the Faculty, advising Heads of Faculty and Faculty Area Managers
10. As Faculty Trip Co-ordinator, manage the quality and timely processing of paperwork relating to national, residential and international trips, in accordance with health and safety guidelines and college trip requirements.
11. Liaise with curriculum and professional service teams to ensure the timely submission and tracking of relevant paperwork
12. Liaise with curriculum and professional service teams to ensure the appropriate management of Faculty data.
13. Support the recruitment of new staff including co-ordinating interviews and inductions
14. Minute meetings where appropriate and directed by Head of Faculty and Faculty Area Managers and keep detailed local records where required
15. Carry out relevant general administration duties within the Faculty where directed by the Head of Faculty and Faculty Area Managers
16. In collaboration with the quality team, oversee curriculum based quality processes to ensure timely completion and maintain consistent standards across the Faculty. These include professional development reviews (PDRs), observations and learning walks, complaints, self-assessment report (SAR) and performance panels
17. Support the curriculum and work with professional service team in tracking and implementation of programme of study hours
18. Work with cross College colleagues to track and verify the cross Faculty management of work placements, in collaboration with the governmental funding agencies
19. Work with Heads of Faculty and Faculty Area Managers to manage the regular schedule of learning walks and the timely completion of relevant reports.
20. Maintain Faculty disciplinary records to ensure the Faculty remains policy compliant
21. Work in partnership with other Senior Faculty Administrators to ensure consistency of service and highlighting and implementation of best practice across Faculties
22. Liaise with other administrative functions across the College and commission work where appropriate to best support the consistent administration of Faculty business
23. Support English and maths curriculum enrolment (in conjunction with relevant cross College colleagues) and support Heads of Faculty and Faculty Area Managers in attendance monitoring across the Faculty
24. Lead on Faculty arrangements for enrolment, working with curriculum and professional service teams to ensure smooth operational enrolment process for the Faculty
25. Manage Faculty based events such as parents' evening, open days and end of year awards, which included generating and sending out relevant letters to parents and students
26. Co-ordinate right learner, right qualification and timetable checks where appropriate in conjunction with cross College colleagues
27. Support the effectively management of quality based processes such as audits of eILPs to ensure consistency across the Faculty and co-ordinate the timely completion of key target and tutorials, including producing tracking reports where required.
28. To contribute to the strategic direction and operational effectiveness of the College
29. Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
30. Deliver on key performance indicators across the College, aiming to deliver continuous improvement
31. Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
32. To proactively promote Safeguarding practice, EDI and Health and Safety

NOTE

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role: Senior Faculty Administrator		E/D	A	I	T
Qualifications:					
1	a). Level 2 Maths and English or equivalent	E	X		
2	b). Level 3 qualification in a relevant sector is desirable	C	X		
Experience and Skills:					
4	c). Proven experience of administration management in an education environment	E		x	
5	d). Experience of using administrative systems and software packages	E			x
6	e). Demonstrate excellent project and event management skills	D	x		
7	f). Have experience of working within a challenging environment to lead a team in delivering excellent customer service	D		x	
8	g). Experience of providing high level support to management colleagues	E	x		
9	h). Have excellent organisation skills and be able to demonstrate an ability to prioritise workloads and work towards tight deadlines.	E	x		
10	i). Proven ability to deliver and promote equality and diversity within a service provision	E	x		
11	j). Demonstrate attention to detail in all aspects of work produced and undertaken	E	x		
12	k). Proven ability to manage complex projects	D	x		
13	l). Proven ability to communicate effectively with internal and external stakeholders	E	x		
14	m). Ability to liaise with teams to develop and streamline administrative processes	D	x		
Personal Attributes:					
15	n). Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E		x	
16	o). Commitment to quality and excellence through evidence of continuing professional development	E	x		
17	p). Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E		x	

KEY:

E	Essential
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D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test