



## JOB DESCRIPTION

- Post:** Quality Assurance Administrator (HE)
- Responsible to:** Higher Education Co-ordinator
- Salary:** £19,600 - £20,873 pro rata (£15,891 - £16,924 per annum)  
Scale 3 (Points 17-20)  
Part time, 30 hours per week
- Conditions of Service:** Truro and Penwith College Conditions of Service.
- Main Purpose of Job:** To support the HE Academic Team, HE Coordinator and other key staff with quality assurance paperwork and admin related to the HE programme area. Working within a successful team, the prime responsibility will be to offer a professional, supportive service to all staff and students. There will be significant quality assurance and administration including checking quality documents for accuracy, minute taking and meeting organisation as well as other secretarial duties.
- Specific Duties:**
- To perform quality assurance administrative duties working collaboratively with a range of staff associated with the higher education programme area; specifically University of Plymouth programmes and Pearson EDEXCEL higher nationals.
  - To manage External Examiner recruitment, be a point of contact throughout the year and liaise with awarding institutions.
  - To manage the approval and reapproval process as delegated by the HE-Coordinator, review documentation and advise PLs on deadlines and take minutes at meetings
  - To manage the subject assessment panels and award board process, liaise with external and internal members and record and manage approval of minutes.
  - To support the HE Academic Team in external audits of HE.
  - To coordinate the administration of HE programme quality documentation and manage the quality meetings process.
  - To take minutes at Higher Education Meetings.
  - To liaise with University of Plymouth and Pearson EDEXCEL for programme monitoring and external examiner matters.
  - To assist with key events in the HE calendars.

To provide support for HE programme leaders regarding quality assurance paperwork and meetings.

To undertake such cross-college responsibilities as may from time to time be ascribed to the post.

To respond flexibly to the varied requirements which will inevitably emerge in developing the scope of and the day to day operation of the department.

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### QUALITY ASSURANCE ADMINISTRATION ASSISTANT - HE

Ideally, the person appointed will have the following skills and experience:

- Experience of general secretarial and administrative work (including minute taking)
- Experience of quality assurance processes
- IT literate to include a working knowledge of databases, spreadsheets and all aspects of the Web
- An appropriate higher level qualification
- Good inter-personal skills in dealing with students, staff and members of the public
- Professional telephone manner
- A willingness and flexibility to learn and then operate new procedures effectively
- Ability to work on your own initiative
- Ability in first aid procedures, or the willingness to acquire it through appropriate training

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.