

JOB DESCRIPTION

Post:	University Centre Administrator
Responsible to:	University Centre Registrar
Salary:	£23,492 - £25,580 per annum Scale 4, Pt 21 – 24
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	<p>To provide administrative support to the University Centre team, offering a professional, supportive service to all staff and students.</p> <p>As part of the University Centre team, you will work to provide administrative support across a range of functions, across admissions, student records, programme support, student support and quality assurance.</p>
Specific Duties:	<p>Admissions:</p> <ul style="list-style-type: none"> - To process all University Centre applications (including UCAS, progression and transfer, part-time, PGCE/CertEd, Clearing and others as requested), dealing with all aspects of the admissions cycle. - To liaise with programme leaders, the University Centre Registrar and other senior colleagues, regarding more complex application decisions. - To arrange interviews and process DBS, entry qualifications and health checks for prospective students as required. - Providing information and advice in response to applicant enquiries on the telephone, in person and via email. - To support the organisation and management of University Centre induction days, preparing enrolment paperwork, preparing and sending out joining instructions, booking rooms, scheduling staff, etc. - To maintain course information on UCAS, Website and Student Finance Portal <p>Enrolment and Student Records:</p> <ul style="list-style-type: none"> - To process University Centre enrolment forms and to ensure students are registered with the appropriate awarding body. - To create and maintain accurate HE student records on the College electronic student records system (unit-e). - To process withdrawals, interruptions and programme changes. <p>Quality Assurance:</p>

- To maintain quality records and provide administrative support for University Centre programmes, including PGCE/Cert Ed.
- To schedule programme committee meetings, assessment boards and other quality cycle meetings, taking minutes as required.
- To manage External Examiner recruitment, be a point of contact throughout the year and liaise with awarding institutions.
- To support the University Centre Team in external audits of HE.
- To support programme approval/reapproval and minor changes

To distribute award certificates

To process and advise students on extenuating circumstances

To provide reception cover, receiving visitors to the College and dealing with initial enquiries from members of the public, students and staff.

To create, monitor and process the results of HE student surveys, as directed by the University Centre Management Team.

To provide support for open events, graduation and results days.

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 always maintain the highest standards of professional behaviour (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

Administration Assistant – Higher Education

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

- An understanding of Higher Education Admissions and UCAS application processes would be an advantage
- High level of IT skills in areas such as word processing, spreadsheets, email and MS Teams
- Experience of general secretarial and administrative work (including minute taking)
- Excellent organisational skills.
- Strong interpersonal skills to help you relate to students, academic staff, teachers, senior managers and colleagues in other areas of education administration.
- Excellent written communication skills for emails and formal letters to applicants and students.
- Professional telephone manner
- A willingness and flexibility to learn and then operate new procedures effectively
- Ability to work on your own initiative
- Relevant IT and administration qualifications

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.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.