



JOB DESCRIPTION

- Post:** Higher Education Administration Assistant / Education Secretary
- Responsible to:** Higher Education (HE) Coordinator
- Salary:** £17,440 to £18,253 per annum, Scale 2, Pts 14 - 16
Full Time
Fixed term until March 2022 to cover Maternity Leave
- Conditions of Service:** Truro & Penwith College Conditions of Service.
- Main Purpose of Job:** 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 administration, spreadsheet, data entry duties and coordination duties in addition to secretarial duties.
- Specific duties:**
- To provide administrative support to the HE Coordinator, HE Programme Team Leader and other key staff in the HE/Education Department.
 - To coordinate, organise and oversee HE Examinations (timetabling, invigilator coordination, etc).
 - To assist in the organisation of HE Study Skills and induction days.
 - To manage the HE extenuating circumstances panel, providing guidance to students wishing to apply for, and processing claims of extenuating circumstances.
 - To manage the HE student complaints process, maintain appropriate records and liaise with other providers as required.
 - To provide administrative support for the development of new and existing HNC/D programmes offered through Pearson Edexcel.
 - To respond to enquiries, process applications, administer student interviews and collate registration data for the PGCE and Certificate in Education programmes.



To liaise with the Education Faculty at the University of Plymouth regarding programme enrolment, student details, module pass lists, questionnaire responses, departmental information and responses.

To maintain the Education Department files and module boxes, update student records on unit-E and provide data on PGCE/Cert Ed programmes.

To manage the processing of student assignments for moderation with Plymouth and to record evidence for external review.

To take minutes at the Education Department and Higher Education Meetings.

To assist with key events in the HE calendar, such as open evenings and graduation.

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 the process of developing the scope 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.

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.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

Higher Education Administration Assistant / Education Secretary

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

- High level of IT skills in areas such as word processing, spreadsheets, databases and the internet
- Relevant IT and administration qualifications
- Experience of general secretarial and administrative work (including minute taking)
- Excellent organisational skills in order to coordinate examinations and PGCE/Cert Ed processes.
- Strong interpersonal skills to help you relate to students, academic staff, teachers, senior managers and colleagues in other areas of education administration.
- Professional telephone manner
- A willingness and flexibility to learn and then operate new procedures effectively
- Ability to work on your own initiative, manage own time effectively and to develop contingencies to cope with the unforeseen.
- An understanding of Higher Education processes would be an advantage

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.