

JOB DESCRIPTION

TITLE:	Compliance and Quality Assistant
GRADE/SALARY:	Grade H £23,056.56 - £25,383.58 (£26,336 – £28,994 FTE)
HOURS:	37 hours per week
BASIS:	Term Time Only 39 weeks per year
RESPONSIBLE TO:	Curriculum Director/HoD
CAMPUS:	Slough & Langley College
JOB PURPOSE:	Ensure the efficient running of the department through the provision of an effective administrative service to the team.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated.

The main duties and responsibilities of the post include the following: -

- **Lesson attendance monitoring**
- **Register compliance**
- **Stationery and resource management**

Key Responsibilities:

- Develop a system to monitor attendance
 - To ensure that departmental staff follow up absence in a timely manner
 - To ensure that the teaching staff have all required resources needed
 - To ensure registers are completed as required and followed up for compliance
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General Duties:

Provide an effective administrative service to the department to include.

- Administer the student absence line and update the College Management Systems.
- Produce monitoring reports, data collection and checking, course file maintenance and timely management of information.
- Undertake and support the production of timetabling and rooming allocation at Langley College.
- Undertake checking of registers and withdrawals/transfers.
- Production and management of curriculum and quality databases and spreadsheets to provide relevant statistics and information required.

- Collation of information for student discipline meetings to support curriculum managers.
- Assist with timetabling planning and class allocations to support the efficient running of the curriculum provision ensuring accuracy of timetables on the system.
- Assist with exam entries for all curriculum areas.
- Provide first aid support when required.
- Act as clerk for curriculum and academic meetings and to produce and disseminate agendas, accurate meeting notes and actions where appropriate.
- Organise meetings and maintain diaries.
- Assisting with the planning and running of events, trips and visits.
- Maintain department budgets, purchases, stationery and expenditure financial records, including pay claims and staff schedules.
- Maintain sickness reporting process for agreed curriculum departments.
- Support delivery in College Open Days, visitor opportunities and other events.

Additional Responsibilities

- Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Maintain student morale and discipline within the college site.
- Through CPD ensure you keep up to date with relevant industry and academic development.
- Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION
Curriculum and Quality Assistant

	Essential	Desirable	Source of Evidence
QUALIFICATIONS			
L2 English and Maths	X		AF
L2 ICT or willingness to work towards		X	AF
Business Administration / Customer Services Qualification (or willingness to work towards) or demonstrable experience		X	AF
Qualification in First Aid or be willing to work towards		X	AF
EXPERIENCE			
Demonstrable experience of providing high quality customer service in a busy environment	X		AF / IV
Demonstrable experience of working in a data compliance focused environment.	X		AF / IV
Proven administration/secretarial experience	X		AF/IV
Proven experience in dealing with budgets and financial administration		X	IV
Experience of working in an educational environment		X	AF
SKILLS/KNOWLEDGE/ABILITIES			
Proven verbal communication skills to communicate effectively with a wide range of people	X		IV
Proven written communication to write letters, emails and meeting notes	X		AF
Demonstrable IT skills, including Microsoft Office (essentially Excel and Word) to make effective use of E-Systems and databases		X	AF/IV
Demonstrable attention to detail	X		AF / IV
Knowledge and understanding of the importance of confidentiality and dealing with sensitive information	X		AF / IV
Flexible approach to working practices including the ability to work effectively as a team member.		X	AF / IV
Ability to work proactively, with minimum supervision		X	AF / IV
Proven planning & organisational skills, ability to multi- task and to work under pressure, meet deadlines and to prioritise own workload		X	AF / IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation All or some of the above elements may be assessed at interview