

Job Description



JOB TITLE:	Curriculum Assistant - ALFIE
GRADE:	Support Staff Scale H
REPORTS TO:	Head of Department
CAMPUS:	BCA / Slough and Langley
JOB PURPOSE:	Provide outstanding administrative support to the department.

Main Duties:

1. Undertake admin duties and organise and co-ordinate diaries, including annual enrolment of students.
2. Maintain appropriate databases, spreadsheets and other records as necessary, including managing safeguarding and external agency compliance.
3. Co-ordinate trips and visits.
4. Support in the commercial operations of the departments.
5. General Duties

1 Undertake admin and co-ordination duties, including enrolment

- 1.1 Record student absence and lateness on ILP, chasing student and parents/next of kin where appropriate, transferring data to registers. Report absence data to HoD.
- 1.2 Ensure the department has required stationery and other facilities / cleaning equipment.
- 1.3 Maintain electronic filing and retrieval systems.
- 1.4 Organise and co-ordinate diaries.
- 1.5 Arrange student interviews and open days, sending out reminders.
- 1.6 Act as clerk for the department, producing agendas, minutes and action plans.



- 1.8 Processing of orders, raising purchase orders, setting up new suppliers.
- 1.9 Enrolment - update required forms for application, communicate with students over course choices, maintain record of courses, ensure application paperwork and benefit information is received, enrol students onto the system, distribute lanyards and ensure learner agreements are signed.
- 1.10 Download photographic evidence of student progression and maintain electronically, including producing student of the month posters.
- 1.11 Safeguarding - manage the safeguarding compliance for external support staff, ensuring DBS's and company policies are compliant and appropriate records are kept of all visiting support staff.
- 1.12 Ensure student SMART targets are entered onto their ILP.
- 1.13 Support tutors with preparation of course materials such as Widgit worksheets, photocopying and laminating.
- 1.14 Archive course materials at the end of each academic year.
- 1.15 Maintain the classroom noticeboards.

2 Maintain appropriate databases and spreadsheets

- 2.1 Maintain spreadsheets including those for student course applications and withdrawals, student absences and lateness, quiz scores, student voice surveys, student contact details, student transport contact information, student medical information and photo consent.
- 2.2 Keep record of student and staff parking permits.
- 2.3 Keep record of staff training undertaken.
- 2.4 Produce and maintain student profiles by course.
- 2.5 Produce termly spreadsheets, by tutor, for student reports and once complete send to students.

3 Co-ordination of trips, visits and events

- 3.1 Prepare trips and visits forms for students and staff going on visits.
- 3.2 Organise transport for trips and visits.



- 3.3 Collect money for trips and visits, sending reminders where needed and general liaison with parents / carers.
- 3.4 Events - advertise events, send out communication, maintain record of attendees, inform reception and organise the equipment required. Produce certificates for Graduation.

4 Support the commercial operations of the Department

- 4.1 Provide customer service to clients.
- 4.2 Monitor and track bookings of visitors.
- 4.3 Produce a termly newsletter to be distributed to students and internally.

5 General Duties

- 5.1 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.
- 5.2 Be responsible for safeguarding and promoting the welfare of students.
- 5.3 Maintain student morale and discipline within the college site.
- 5.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 5.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 5.6 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 Assistant



	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English (or equivalent).	X		AF
L2 maths (or equivalent)..	X		AF
EXPERIENCE			
Experience of administration.	X		AF / Test
Experience of working in a customer focused environment.	X		AF / IV
Working experience of using office software e.g. Microsoft Office, email platforms.	X		AF / Test
SKILLS, KNOWLEDGE AND ABILITIES			
Ability to draft letters and emails to a variety of stakeholders.	X		Test
IT skills e.g. word, excel, power-point, email, databases.	X		AF
Ability to organise work and meet deadlines given multiple tasks.	X		AF
Flexible approach to work.	X		AF / IV
Interpersonal skills to work with a range of stakeholders.	X		IV / Test

KEY:

- 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