

Quality Administrator
Temporary until 23 July 2010
Salary circa £16,350 - £17,750
37 hours per week

Based at our Braintree campus, you will assist in the effective and efficient delivery of an administrative service within the Quality Team.

You will have experience of Microsoft Office to an intermediate/advanced level, ideally holding a qualification in computer literacy at level 2, e.g. CLAIT Plus or ECDL Extra. You will be able to work equally as a member of a team or on your own initiative and ideally have experience of working in a further education or related environment where knowledge of external funding body requirements and internal quality functions consistent with ISO 9001:2000 are important.

Having excellent communication skills you will be at home communicating with the College's Senior and Middle Managers as well as outside organisations and members of the public always presenting a professional image of the College.

Applications received by Wednesday 10th March 2010 will receive first consideration. However, applications received after this date may also be considered.

Applications, by CV if preferred, should be emailed to jobline@colchester.ac.uk quoting job reference 09-049.

Vacancy Information

Quality Administrator

Job Ref: 09-049

Hours

37 per week

Salary

Business Support Scale Band 3 (11-14)
£16,353 - £17,778

Duration

Temporary to 23 July 2010

Location

Braintree

To apply:

Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by email to jobline@colchester.ac.uk or by post to Tanya Bentham, HR Department, The College at Braintree, Church Lane, Braintree, Essex CM7 5SN. In either case, or if you have already sent in your CV, we would be grateful if you could complete and return the enclosed equal opportunities monitoring form.

Applications received by 10th March 2010 will receive first consideration. However, applications received after this date may be considered.

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

Additional Information

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website www.colchester.ac.uk to obtain further details about the College.

JOB DESCRIPTION

Job Title: Quality Administrator

Reports to: Quality Manager

Location: Braintree

Overall Responsibilities:

To assist in the delivery of an effective and efficient administrative service within the Quality Team.

Main Duties:

1. To administer the internal verification procedure to ensure that effective links are established and maintained between the College and representatives of each of the awarding bodies.
2. To administer and co-ordinate the observation of teaching and learning process.
3. To compile and present attendance, retention and achievement data as part of the self assessment process.
4. To distribute, compile and present the results of student surveys.
5. To work collaboratively with other team members to produce College publications, including the Self-Assessment Report.
6. To assist in providing other administrative and clerical support to the Quality team as required, but not limited to, dealing with filing, correspondence, document production, record keeping and minute taking.
7. To provide advice to staff and external customers of Braintree College on Quality systems and procedures.
8. To ensure effective communication between staff, ensuring that key messages and documents are shared, explained and discussed.
9. To support the work allocation of the Quality Manager through preparing files and documentation together with the distribution of appropriate information.
10. To liaise with internal and external customers and awarding bodies, including staff, students, awarding bodies, OfSTED and the Learning and Skills Council, etc.
11. To be able to work accurately under pressure to strict deadlines.
12. To be confident in producing and presenting information regarding Quality systems and procedures to staff and customers of Braintree College.
13. To contribute to the wider planning of the Quality Team as required.

14. To undertake other duties as required in the absence of the Quality Manager and other staff within the team.
15. Comply with the College's Health and Safety Policy within the ambit of the post
16. Work to promote and contribute to the College's Equal Opportunities Policy
17. Work to promote and apply the College's Safeguarding and Safer Recruitment Policy
18. The post holder will undertake any other reasonable duties of commensurate grade and focus which might be required of them from time to time and which are not outlined in this job description.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute.

February 2010

Person Specification

Job Title: Quality Administrator

Ref No: 09-049

	Essential	Desirable
Qualifications and Training	Good standard of Education (5 GCSEs including Maths and English).	Hold a computer literacy qualification at Level 2, such as CLAIT Plus or ECDL Extra.
Knowledge and Experience	Experience of working in an office environment	Experience of working in Further Education or related environment where knowledge of external funding body requirements and internal quality functions consistent with ISO 9001:2000 are important.
Skills and Abilities	<p>Ability to operate Word, Access, Excel and Outlook programmes to an intermediate/advanced level.</p> <p>Possess excellent communication skills.</p> <p>Attention to written and numerical detail, including the ability to accurately minute meetings.</p> <p>Evidence of ability to plan, organise and prioritise own workload.</p> <p>The ability to work effectively as a member of a team or on own initiative.</p> <p>A willingness to work flexibly where deemed necessary to complete the job role, or attend emergencies outside normal working hours.</p> <p>The ability to respond effectively to changing situations.</p> <p>Confidence to communicate with the College's Senior and Middle Managers and representatives of the student body, employers and members of the public.</p> <p>Ability to follow Quality procedures and practices accurately with</p>	

	<p>minimal variance and a high level of accuracy.</p> <p>Self motivated.</p> <p>Able to work without supervision often under pressure within tight timescales.</p>	
Special Requirements	<p>A commitment to maintaining and raising standards and encouraging the highest standards of probity and ethical professional practice, giving clear guidance to others</p> <p>An awareness and commitment to Health and Safety</p> <p>A commitment to Equal Opportunities</p> <p>Commitment to self development</p> <p>Self motivated</p> <p>A smart and professional appearance at all times.</p> <p>A high level of commitment to the maintenance of a quality environment.</p> <p>An understanding of safeguarding and a commitment to creating a safe learning environment</p>	

February 2010