

STANMORE COLLEGE

QUALITY ADMINISTRATOR

(36 hours per week, all year)

We are looking for an experienced and efficient person with suitable qualifications for the post of Quality Administrator. The postholder will be a member of the Quality Team and will focus on tracking the completion of key monitoring activity relating to the standards of teaching and learning within the college.

You will have a minimum of one year's experience in an administrative role and qualified to minimum level 3 and a Level 2 qualification in Maths and English. You will have excellent written and oral communication skills and good IT skills.

Salary: Band E, points 13 - 16, £20,892 - £22,859 per annum.

Application form and further details of the post available from the Stanmore College website: www.stanmore.ac.uk or by telephone on 020 8420 7739.

Closing date for applications is Thursday, 24th October 2019
Interviews will take place on Thursday, 7th November 2019

STANMORE COLLEGE

POST: Quality Administrator
(36 hours per week)

REPORTING TO: Quality Manager

Job Summary

The postholder will be a member of the Quality Team and will focus on tracking the completion of key monitoring activity relating to the standards of quality assurance and improvement within the college.

Main Activities

1. To provide administrative service for quality assurance and improvement functions particularly:
 - a. To assist the Quality Manager with monitoring the quality of subcontracted provision. Specifically to:
 - i. organize and minute the subcontract monitoring meetings
 - ii. assist subcontractors with uploading required information on to specified college systems and to report on the completeness of this information
 - iii. check registration and enrolment records for all Awarding Organisations
 - iv. carry out visits to subcontract sites to confirm student presence, to collect student feedback information and to review documentation on site
 - v. monitor visit, desk based and IQA report forms from other managers and collate the overall rolling action plan for each subcontractor
 - vi. set the visit schedule and monitor progress towards its completion.
 - b. To assist the Quality Manager with the monitoring of KPIs relating to the delivery of T&L. Providing half termly data for Achievement and Improvement Meetings, summarising the outcomes of quality processes to date throughout the academic year.
 - c. Tracking and reporting to line manager to ensure all External and Standards Verification reports and visits are planned and reports summarized for key points regarding the summative assessment to enable appropriate development to be put in place.

- d. Taking responsibility for the intranet document library of approximately 150 authorized college templates relating to the delivery and management of teaching, learning and assessment. Sending reminders to authors of these templates to ensure timely annual review takes place and alerting line manager to any delays in these updates. Ensuring that old documentation is removed from the intranet in this library.
 - e. Ensuring that the Q drive is correctly set up for each academic year and auditing the documents on this drive throughout the year, providing guidance to academic staff on the agreed checklist of items and how they should be stored.
 - f. Assisting the PA to the Principal and the Quality Officer to ensure that all complaints received are appropriately responded to and recorded. Assisting with drafting the annual complaints report.
 - g. Assisting the line manager to ensure that weekly attendance information across all curriculum areas and all elements of the study programme and pastoral support is provided to senior academic managers.
 - h. Monitoring and tracking the completion of other key quality processes eg completion of internal self-assessment documentation
 - i. Assisting with the planning and preparation required for the internal curriculum review weeks
 - j. contributing to the College preparation for internal and external audits, particularly for OFSTED and other external monitoring visits
4. To provide cover for the 'PA to the Principalship' and the Quality Officer as required.
5. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

The postholder is liable to undertake such other duties as may reasonably be required, commensurate with the grade, at the present place of work or at any other site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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STANMORE COLLEGE**PERSON SPECIFICATION****JOB TITLE: QUALITY ADMINISTRATOR****Essential criteria**

Criteria	Possible source of evidence
QUALIFICATIONS:	
Minimum of GCSE English and Mathematics grades A – C essential	Application form/ certification
EXPERIENCE OF:	
Prioritising own workload	Application form/supporting statement/ interview
Experience of or ability to work within a customer focused environment	Application form/supporting statement/ interview
KNOWLEDGE OF:	
Knowledge of general office based IT packages including Excel and Word	Application form/supporting statement/ interview
SKILLS:	
Good administration and communication skills, both verbal and written	Supporting statement/ interview
ABILITY TO:	
Ability to remain calm under pressure and dealing with a wide range of people	Supporting statement/ interview
Organise and prioritise duties and responsibilities	Supporting statement/ interview
Methodical approach to working and problem solving	Supporting statement/interview
Work on own initiative	Supporting statement/interview
ATTITUDE:	
Experience of or ability to work within a customer focused environment and with a diverse team	Supporting statement/Interview
Willingness to work closely with other team members	Supporting statement/Interview