

Academic Services Administrator

Department	Registry
Location	London, Campus-based
Term	Full-time; permanent
Start	August 2021
Salary	£25,000 per annum
Benefits	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Reports to	Registrar

As Academic Services Administrator, you will form part of Registry, providing timely and efficient support to the College's student body, faculty, and other departments to ensure the College provides an exceptional student experience at all times.

DUTIES AND RESPONSIBILITIES

- Providing efficient and professional administrative, and general clerical, support to Registry staff:
 - Supporting processes relating to assessment, and student and programme records.
 - Completing data entry of assessment results and associated quality assurance checks.
 - Assisting with the preparation of assessment board papers.
- Dealing with student queries, enhancing student learning experience and engagement.
- Signposting students to relevant College support services, and providing information, advice and guidance to students in relation to College policies and procedures.

Other Duties

- Occasional work in unsociable hours will be required.
- Developing and maintaining excellent working relationships with the staff and student community.

- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the Assistant Registrars, Registrar, or Management.

PERSON SPECIFICATION

Education, Qualifications and Training

- Undergraduate degree (desirable)

Experience

- Experience of working in an administrative role within the FE/HE education sector (essential)
- Experience of working in a FE/HE student support environment (essential)

Knowledge, Skills and Abilities

- Good written communications and strong interpersonal skills to deal with individuals at various levels (essential)
- Excellent IT skills, including advanced Excel, Word, Student Information Systems, and Virtual Learning Environment platforms (essential)
- Experience of using CELCAT, Canvas, Quercus and Google platforms (desirable)
- Well-organised and able to prioritise and work under pressure (essential)
- Ability to deal with highly sensitive and confidential matters (essential)

APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00, 28 July 2021. Please reference your application "**ASA0721**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.