



ADMINISTRATION ASSISTANT - CURRICULUM & QUALITY

Permanent, Full or Part time, Term Time Only (39 weeks per year)

Required to start mid-late September 2022

We are seeking to appoint a highly literate, calm and friendly administrator, with IT skills and a positive 'can do' outlook. You will provide a range of diary, administrative and information support services to our Curriculum and Quality Team (CQT). You will need previous experience in an office environment and must be accurate in the use of written English and Microsoft Office software. You will have excellent organisational skills and will be able to work using your own initiative, prioritising your tasks effectively to meet deadlines.

The successful candidate will support CQT which is led by the Deputy Principal, along with our 3 Heads of Faculty; this team directs and manages curriculum provision across the College, ensuring it meets the needs of students and maintains our highest standards. The role is varied and interesting and will contribute to the significant positive impact the college has on young people's lives, outcomes and their personal development.

You will work with various College teams using a wide range of software packages. You will receive full training and support on these as required but must be experienced in the use of Word, Excel, Microsoft Outlook and be ready to learn other, similar communications software and platforms.

At BHASVIC we have a wonderful, collaborative working environment. We are one of the top-performing colleges in the country, situated in the cosmopolitan seaside city of Brighton & Hove. As a successful and thriving Sixth Form College with around 3,300 students and over 300 staff we offer a good working environment and a busy yet informal atmosphere. Whatever the varying roles of staff, we all work towards the College's aim of bringing out the best in our students by providing a high-quality learning experience in a supportive and stimulating environment.

Pay, Pensions and Safeguarding

This is a permanent position, working between 20 and 37 hours a week - precise days and times to be agreed with you as part of the recruitment process. The role is during term time, so you will not need to be at work during the school holidays (BHASVIC holidays are the same as primary and secondary schools in the city).

Should you accept the role working 37 hours per week, the pro-rata salary for this post is £17,453 per annum, which includes 4.7 weeks of holiday pay. This is based on spine point 8 within grade 3 of the support staff pay spine for which the current full-time salary is £20,771. This salary will rise to £18,701 (based on a full-time salary of £22,254) per annum over three years, subject to satisfactory performance. Holiday entitlement is 24 days per annum. This entitlement rises to 29 days after five years' service. These amounts would be pro-rated should you wish to work reduced hours.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are based on the length of your membership and your final salary. Your contribution would be 5.8% of your gross salary and the College contribution would be 19.8% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out, you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

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

Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



BHASVIC

The College has a good staff development programme to enable staff to develop their skills to suit the post, both on induction and as the needs of the College evolve.

HOW TO APPLY

To apply for this role please email recruitment@bhasvic.ac.uk. We will then send you the necessary application form and Equality and Diversity Monitoring form for you to complete. (CVs not accepted)

- You will also need to submit a cover letter stating why you are interested in this role and what you would bring to the role if appointed. This should be no longer than one side of A4.

In your letter of application, please outline your preferred weekly hours and working pattern – we are open-minded to flex the working pattern for the suitable candidate.

The deadline for receipt of applications is 9am on Monday 4 July 2022

Interviews will take place on Monday 11 July 2022

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff. The person specification below will be assessed on the day of interview via some desktop tasks and a verbal interview. Your application will also form part of the decision-making.

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JOB DESCRIPTION

POST TITLE	Administration Assistant (Curriculum and Quality)
RESPONSIBLE TO	Executive Assistant to Deputy Principal
DEPARTMENT	Curriculum & Quality Team (CQT)
PAYMENT	Grade 3 on the SFCA Support Staff Pay Scale
FTE	Full or part time, term-time only, 39 weeks per year

KEY RESPONSIBILITIES

Personal Assistance to key college managers: Manage the diary of the Deputy Principal, Assistant Principal (Resources) and Director of Digital Strategy, anticipating and resolving logistical matters, communicating with all parties and providing greeting and hospitality when appropriate. Write letters, deal with telephone calls and respond to relevant emails, as appropriate, on behalf of these managers.

Administrative Support: Provide administrative support to the Curriculum and Quality Team, as outlined in detail below.

DETAILS OF CQT CO-ORDINATION & PLANNING RESPONSIBILITIES

1.	Gathering information: Gather information as requested from a range of sources, drawing up lists or simple summaries for the relevant managers.
2.	Updating key documents: Monitor the review cycle for the team's documentation (such as policies, handbook sections). Assist with updating these documents (changing dates, names, etc) and identifying areas where further review is needed. Notify the responsible managers when their sections need updating and make sure the published versions of documents are up to date.
3.	College Calendar: Update college calendars and communicate changes to relevant stakeholders. Be the first point of contact for advice and support on college calendar matters.
4.	Surveys: Send out annual student and parent surveys in collaboration with your line manager and other relevant managers from across the College. Collate survey responses.
5.	Course information: Assist your line manager in maintaining the accuracy of course information on the website, in the prospectus, and in the College's database software. Work closely with relevant managers and departments when collating information.
6.	Room Bookings: Assist your line manager with these using the College's database software overseeing enquiries.
7.	Reporting on College Processes: Assist your line manager and other relevant managers from across the college with ensuring the smooth running of curriculum and quality processes. Use reports to identify any missing information, chase staff for completion and report any issues to the relevant manager.



GENERAL RESPONSIBILITIES	
8.	Assist with key college events, such as enrolment, the leaver's event, open evenings and staff recruitment days.
9.	Participate in a programme of personal staff development and appraisal systems, appropriate to both individual and College needs.
10.	Undertake any other duties which may, from time to time, be reasonably requested.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

JOB TITLE: Administration Assistant (Curriculum and Quality)
DEPARTMENT: Curriculum & Quality Team
RESPONSIBLE TO: Executive Assistant to the Deputy Principal

ESSENTIAL KNOWLEDGE & EXPERIENCE	
1	Educated to GCE A Level or equivalent plus three years' experience of working in an office environment.
2	Have experience of working in a complex organisation.
3	Experience of using a range of software tools, including databases, spreadsheets, office applications.
ESSENTIAL SKILLS	
4	Excellent organisational skills and the ability to anticipate and resolve clashes or problems in systems and with information.
5	Information analysis and research skills, including trend-spotting, pertinency of information and the ability to summarise and draw headlines into reports.
6	Excellent literacy skills and the ability to proof read and spot errors in others' writing before publication.
7	Ability and confidence to communicate effectively both verbally and in writing in a variety of contexts and to a variety of audiences.
8	Ability to be discrete and maintain high levels of confidentiality.
9	Ability to prioritise and organise a complex workload in an effective and accurate manner, across a broad range of concurrent, diverse tasks and to fixed deadlines, including requests made at short notice.
10	Ability to contribute to and work effectively within a team environment, with colleagues across the college and other stakeholders.
ESSENTIAL PERSONAL & PROFESSIONAL CONDUCT	
11	Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job.
12	An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct and the Equality, Diversity and Inclusivity Policy.
13	An understanding of Safeguarding and a commitment to create a safe learning environment.