**School Curriculum Administrator**

**Full Time, Permanent**

**£25,772 to £26,860 p.a**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

**At Nescot, we are recruiting for a full time Administrator to join the School of Healthcare, Sports, Education & Human Sciences.**

**What we are looking for:**

* Experience of working in a busy office environment
* Experience working with speed, accuracy and attention to detail, using your own initiative
* Excellent customer service skills and team work
* Experienced and very confident using the Microsoft Office suite.

**Duties/responsibilities:**

* Administering processes for all students taking as part of their study programmes.
* Recording prior achievements accurately, timetabling, monitoring and tracking, chasing of reviews/registers/achievements.
* Attend and take minutes of meetings, along with other typical administrative tasks.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications.*

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

*This college is a smoke-free campus—smoking and vaping are not permitted anywhere on campus.*

**Closing date will be Thursday 4 September**

**Interviews will be held on Thursday 11 September**

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**Job Description**

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| **Position Details:** |
| **Title:** | Curriculum Administrator  |
| **Department:** | School |
| **Fraction:** | 1FTE |
| **Status:** | Permanent |
| **Grade:** | Support Grade 4 |
| **Child/Vulnerable Adult Contact:** | No |

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| **Reporting / Department Details:** |
| **Responsible to:** | Head of Schoolwith links to Vice Principal: Curriculum |
|  **Job Purpose:** |
| To provide comprehensive and efficient administrative support including support for meetings if required. To prepare, update, maintain timetables and input changes in a timely and accurate manner, registers, qualifications on entry, tracking sheets, reviews, examination and award records.To provide accurate data entry of prior achievements, and any previous reports including specialist documents. To maintain student files or electronic records, and draft reports on data as required.To be the initial point of contact for both internal and external stakeholders and to ensure that communication within the School is followed up in a timely way.To be able to work on day-to-day tasks without supervision.  |

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| **Main Duties and Tasks:** |
| * To ensure that timetables for your School are entered into the College system, are maintained and directed changes inputted in a timely and accurate manner
* Ensure all documentation relating to enrolment, qualifications on entry, withdrawals, progress of students and achievements are compliant and in accordance with audit requirements
* Administer in a timely manner any requested changes to exam entries, transfers, withdrawals, learner details, employer details, registers or any other changes requested by the Head of School
* Oversee the tracking systems for all students within the School relating to student attendance and projected achievement and communicate to all relevant parties with a view to implementing any necessary actions.
* Preparation of stage 3 Panel Meetings and packs
* Send out and track Parent Evening appointments for Departments
* Maintain documentation on students that are at risk and communicate with relevant students/parent/guardians/colleagues
* Undertake accurate data entry onto the college system and support with data cleansing exercises across the academic year
* Support with statistical reports on enrolments, retention, and achievements and minuting meetings as required
* Administer all sessional registers to ensure they reach Payroll by the deadline to be paid on time.
* Maintain and ensure compliance with electronic student files and in-house filing systems
* Ensure appropriate supplies of materials such as stationary are available to all staff within the School and put any departmental requisitions on the system as requested by the curriculum manager/Head of School
* Carry out any other duties which may arise from time to time and which may reasonably be expected to fall within the grading of the post
* Participate in and co-operate with own Job Review and Staff Development Interview, to ensure job related targets are met
* Undertake scanning and file saving and specific nomenclature of coursework samples required by Awarding Organisations as necessary
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding .

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: VP Date: November 24UPDATED BY: HR Date: August 2025 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – HE Administrator**  |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | IT literate with high-level work processing, database and spreadsheet skills with the ability and willingness to learn new IT skills and systems.Evidence of effective administrative and organisational skills. | TA/I | Good knowledge of customer service and educational environment | A |
| **Skills and Abilities** | Able to communicate effectively in writing and orally, including ability to compose own correspondenceAble to respond to enquiries in a polite and courteous mannerAble to work effectively as part of a teamAble to organise workload to meet deadlines Ability to use own initiative and work independentlySufficient numeracy skills to be able to accurately calculate basic calculationsAbility to work remotely using on-line platforms or other resources in the event of ongoing social distancing or lockdown. | A/TA/IIA/IA/ITT |  |  |

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| **Qualifications** | minimum of a level 2 qualification (GCSE or equivalent) in literacy, numeracy and IT | A |  |  |
| **Personal Qualities** | Has awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | A/IA/IA/IMA/I |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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