Edge Hill
University

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Department of Primary and Childhood Education Administration Coordinator
EHA0481-0621

Reporting to: Department Administration Manager, Department for Children, Education and Communities

Accountable to: Head of Department for Children, Education and Communities

The Post

The Department of Children, Education and Communities is an innovative, fast moving environment, which provides excellence in teaching and learning and a growing reputation for high quality research. This department brings together the Faculty's well-established undergraduate and postgraduate Primary Initial Teacher Education programmes, several other education-related undergraduate programmes with teaching, learning and child development as their focus, and a developing portfolio of new undergraduate programmes which aim to provide students with the opportunity to develop a specific expertise in the lives of children particularly in the middle years (aged 5 to 11), their families and their communities.

We aim to continue to enhance the student experience, strive for even better NSS scores
and continue to build a community of learning through strengthened professional partnerships and creative collaborations.

The main purpose of the role is to ensure that effective administrative processes and procedures are in place for the department, in order to support the student lifecycle with regard to a students':

- Aspirations
- Admission
- Induction
- Progression
- Achievement
- Attainment

- Employment

Duties and Responsibilities

1. To coordinate support in delivering high quality teaching through effective Resource allocation and administration across all programmes within the department.

2. Review methods of working to streamline and improve systems to achieve best practice.

3. Work closely with the Department Administration Manager and senior members of the department in order to ensure that the administrative processes and procedures relating to Resourcing support the academic infrastructure.

4. Administrative lead for coordinating the allocation of supervision for ITE professional practice and work-based learning placements. Managing departmental staff resource to meet student, school and visiting tutor needs. Establishing practice to ensure best use of the departmental budget, in respect to full time staff and Associate Tutor's time.

5. Ensuring accurate visiting tutor allocation information is updated on a regular basis using the Faculty's placement software system InPlace. Running reports to spot gaps, and changes on a regular proactive basis.

6. Working closely with the department's Partnership Lead when allocating and approving supervision, including regular communication with departmental staff and Associate Tutors. Working collaboratively with the Partnership Development Team to ensure an effective service is provided to staff, trainees and schools.

7. To secretary the department's ITE Primary Advisory Group, including production and distribution of agendas and minutes.

8. Assist in the allocation and administration of Personal Academic Tutors alongside the Departmental Administration Manager and Assistant Head of Department, ensuring accurate record keeping internally and via the central University's student record system.

9. Providing support to the Department Administration Manager in staff timetable publication, ensuring information is accurate and changes are communicated effectively.

10. Become the departmental link with Space Management to ensure effective room use for teaching and other activities, such as induction, academic boards, interviews and recruitment events.

11. Establish and maintain a single source of departmental staff communication. Working closely with the Head of Department in delivering an effective communication policy.

12. To coordinate Academic Staff Development administration across the department, including managing of the schedule, recording attendance and facilitation of individual sessions.

13. To establish and maintain a departmental staff facing calendar involving promotion, assistance and delivering training opportunities with Microsoft Outlook calendars and Teams use.

14. Involved in the administration behind academic year preparation alongside the Department Administration Manager, Professional Support Team Leader and Administration Coordinator (Student Experience).

15. Take on the role of website content coordinator for the department to regularly update content on Department Partnership and staff pages in cooperation with the Faculty Partnership Officer.

16. To assist in core administration duties as appropriate, working closely with the Professional Support Team Leader to support the student journey, from recruitment to completion.

17. Respond flexibly to changing circumstances that may lead to a mutually agreed re-definition of the role.

18. Involvement in cross University activities as required, i.e. graduations, Open Events.

19. Any other duties deemed appropriate by the Department Administration Manager (or representative) and commensurate with the level of the post.

In addition to the above all Edge Hill University staff are required to:

a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety

b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons

c) Undertake appropriate learning and development activities as required

d) Participate in Edge Hill's Performance Review and Development Scheme

e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner

f)   Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 4, Points 15-18

£21,814 - £23,754 per annum

Hours: 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Edge Hill University

Department of Primary and Childhood Education Administration Coordinator
EHA0481-0621

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	GCSE/ A-Level/BTEC qualifications Normally including GCSE English and Maths and/or appropriate work experience	*		A
Experience and Knowledge				
2	Experience of working in Higher Education		*	A/I
3	Knowledge of, or interest in, the Higher Education sector	*		S/I
4	Ability to demonstrate a pro-active solution focused and positive approach to problem solving and use own initiative	*		S/I
5	Experience of working with large amounts of complex data, in an ever-changing working environment.	*		S/I/T
6	Committee/meeting servicing to include agenda setting and minutes production	*		S/I
7	Ability to build working relationships at all levels through highly effective interpersonal skills	*		S/I
Abilities/Skills				
8	Highly proficient in the use of Microsoft Office and Excel, with a keen desire to undertake professional development.	*		S/I/T
9	Ability to work effectively under pressure to meet tight deadlines with excellent organisational skills	*		S/I
10	Effective communication skills – oral, written and electronic	*		S/I
11	Excellent Customer Service skills	*		S/I
12	High levels of accuracy and attention to detail	*		S/I
13	Willing to contribute positively to continuous improvement and enhancement in the workplace	*		S/I

*Method of Assessment

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)
Please note that applications will be assessed against the Person Specification using this criteria.