

**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:**

## **Primary and Childhood Education Administrator EHA0831-0621**

**Reporting to:** Professional Support Team Leader, Department for Children, Education and Communities

**Accountable to:** Department Administration Manager, 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 delivered 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. Provide a range of administrative support for the Professional Support Team (PST) within the Department for Children, Education and Communities, taking responsibility for supporting several key processes and procedures.
2. Ensure effective communication with the Professional Support Team Leader, and PST colleagues, adopting a flexible and proactive approach to work.
3. Build up a secure knowledge of the department's programmes and associated administrative procedures. This will involve liaison with Programme and Year Leaders and taking responsibility for identified administrative tasks associated with the delivery of the programmes.
4. Facilitate relevant staff and student meetings. Acting as secretary, supporting online and face-to-face meetings, distributing invitations, agendas and minutes where appropriate, all delivered in a professional and timely manner.
5. Assist with departmental recruitment events, such as Initial Teacher Training (ITT) Interviews. Duties include booking of rooms, sending out email communications, reacting to IT difficulties, collating and storing effective paperwork and responding proactively to changing circumstances.
6. Assist with the administration relating to ITT compliance. Contribute to student end of professional practice paperwork hand ins, logging and chasing of outstanding grades on InPlace, ensuring effective and accurate administrative support to the department.
7. Provide support to the Department's assessment process, including preparation of assessment board agendas, marksheets and minutes, requiring use of the Quercus student record system.
8. Ensure effective communication to staff and students is upheld, via Learning Edge, email, telephone, and Microsoft Teams.
9. Support the student journey through Learning Edge; communicating announcements, updating timetables, reconfiguring content and ensuring documentation continues to meet the University's high accessibility standards.
10. Provide support to academic staff within the department, including assistance with IT and process guidance, managing Learning Edge access, document formatting and any other relevant ad-hoc request.
11. Researching and arranging cost effective solutions to Purchase Order and venue sourcing enquiries from within the department.
12. Provide support to the Administration Coordinator (Student Experience) in formulating and circulating department evaluations, using a range of survey methods and appropriate technologies.

13. Ensure student registers are accurate, reacting to communication from staff and students on a regular basis, ensuring a high-quality service is regularly delivered.
14. Assist with assessment dropbox creation and management, using the Turnitin assignment system, working towards departmental baselines and set up templates.
15. Provide data entry support to the department where applicable, including updating InPlace, destination data, room bookings etc.
16. Respond flexibly to changing circumstances that may lead to a mutually agreed re-definition of the role.
17. Involvement in cross University activities as required, i.e. graduations, Open Events.
18. Any other duties deemed appropriate by the Professional Support Team Leader (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 3, Points 11-14  
                         £19,612 - £21,236 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

### Primary and Childhood Education Administrator EHA0831-0621

#### CRITERIA:

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

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
<b>Qualifications</b>				
1	Educated to A level, BTEC National standard or equivalent, or to have relevant work experience	*		A
<b>Experience and Knowledge</b>				
2	Experienced in the use of databases, word processing and spreadsheets	*		S/I/T
3	Experience of working in a busy office environment, dealing with conflicting demands on your time	*		S/I
4	Experience of acquiring, interpreting and analysing complex data sets	*		S/I/T
5	Experience of working in the Higher Education sector		*	A/I
<b>Abilities/Skills</b>				
6	Able to work on own initiative and problem solve with a positive attitude	*		S/I
7	Strong organisational and prioritising skills to enable you to work effectively under pressure to meet deadlines in a busy office environment	*		S/I
8	Able to work independently as well as part of a team	*		S/I
9	A flexible, positive and reliable approach to work allowing you to work effectively as part of a team as well as independently	*		S/I
10	Able to maintain total confidentiality with an awareness of Data Protection and Freedom of Information issues	*		S/I
11	Excellent communication skills both oral and written which enable you to deliver fantastic customer care, demonstrating professionalism at all times.	*		S/I
<b>Other</b>				
12	Evidence of reflection and engagement in Professional Development to enhance own skills and knowledge	*		S
13	An awareness of Equal Opportunities issues	*		S

**\*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.