

JOB DESCRIPTION – Academic Administrator

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Academic Administrator, International College (IC)
Purpose of Role	<p>To provide administrative support to Academic tutors, English Language teachers and other academic staff at the International College by managing data, record keeping and organising academic activities.</p> <p>To manage the IC office to ensure administrative cover and support is maintained at all times.</p>
Reporting Structure	This post reports to the Director of the International College
Key Responsibilities	<ul style="list-style-type: none"> • Acts as first point of contact for Academic and ELT teachers, • Ensures completion of registers and, in conjunction with the Accommodation and Welfare Officer, monitors student attendance • Communicates deadlines for completing student reports and monitors the submission of documents • Issues student reports, final certificates, and transcripts, and manages requests from alumni • Provides support as necessary to the Seminar Series convenor, including organising internal venues and advertising posters • Provide administrative support as requested by the Directors of Study and the Director of Teacher Professional Development. This will involve support for long-running academic short courses and any other group visits and assisting Directors of Study to organise IC academic events • Works closely with the Activities Coordinator and appropriate Director of Studies to establish estimates of excursion costs, book coaches etc • Provides support for cross-college events, including Open Days, and key arrivals during the academic year • Ensures database is updated with new programmes and fees and any changes to student details, enrolls students to classes and creates the necessary timetables and registers • Manages timetable changes and communicates these to relevant parties • Manages the examinations processes and bookings for Cambridge and IELTS exams, disseminates information to key stakeholders as appropriate • Orders books and other required teaching materials, and liaises with library staff for cataloguing • Administers student satisfaction surveys, collate and analyses the data, and submits results to relevant managers • Organises and coordinates the induction programme for new teaching staff and works with the Student Support Officer to prepare for the start of each programme • Drafts, updates, and proofreads Student Handbooks, in consultation with other team members, and liaises with the Marketing team regarding design and printing • Attends and contributes to Student Support Meetings and Operations Meetings • Manages and coordinates the staff involved in providing support services for the International College to : • Maintain the pre-arrival portal (microsite) and SharePoint sites for students and staff are up to date with relevant links and accurate information

	<ul style="list-style-type: none"> • Ensure student personal data and information is checked and correctly recorded on the database • Ensure adequate cover is provided for the office during staff absences • Acts as a First Aider and Fire Marshall • Supports Director of the IC with preparation for any inspections, including checking and uploading material to Teams and always ensuring consistency and accuracy of any submissions <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Academic Administrator may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
PERSON SPECIFICATION <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Excellent communication skills (both written and oral) and experience of dealing with enquiries and correspondence in a professional and timely manner (E) • An understanding of good administrative processes that contribute to efficient academic administration (E) • Proven experience in an academic administrative role or a similar environment (E) • Excellent computer skills, Word, Excel, PowerPoint, Teams, databases, etc, and experience of maintaining internal websites - full training will be provided for specialist systems (E) • Solid time-management skills, and an ability to self-organise, prioritise a busy workload when faced with competing demands, meet deadlines, and work well under pressure (E) • Accuracy, attention to detail, and good problem-solving abilities (E) • An understanding of the confidentiality required whilst working with student data and accessing sensitive information (E)
Personal skills and attributes	<ul style="list-style-type: none"> • Ability to quickly develop good working relationships with academic staff, to support their needs and also encouraging them to engage with necessary College policies and procedures (E) • A good team player who is willing to assist others during busy periods, and is keen to develop a greater understanding of their roles, so that key office tasks are covered during periods of leave or other absence (E) • Open and approachable manner and the ability to build relationships quickly (E)
TERMS AND CONDITIONS	
Terms of Employment	Full-time, permanent
Place of Work	3 Bardwell Road, Oxford, OX2 6SU
Hours of Work	<p>37.5 hours per week, between the hours of 08.30 and 18:30, to be agreed with the line manager.</p> <p>However, the nature of the role is such that on occasion work will be required outside these hours to fulfil the role and may sometimes include evening and weekend work,</p>

	for which time off in lieu may be taken by prior agreement with the Director of the IC.
Probationary Period	Six months
Notice Period	One month
Salary	Salary Range to £33,000 per annum dependent on relevant skills and experience. The salary will be reviewed annually with any increase normally taking effect on 1 st September each year.
Holiday	26 days' annual holiday entitlement, plus bank/public holidays. Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted). The College is closed annually from 24 th December to 1 st January inclusive. The Employee will be required to book holiday during this period.
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Meals	A free meal is provided in the College on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Life Assurance – Death in service benefit is four times annual salary. • The College offers a confidential 24/7 Employee Assistance Programme. • A cycle to work scheme is offered.

References and Pre-employment Checks

St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.

References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.

	If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.
Police checks / DBS	Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.

HOW TO APPLY	
Applications	Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/ CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close 9am on 30 th November 2023
Interviews	Week commencing 4 th December 2023. The interview process will include short tasks to test key attributes as identified in the job description and person specification.