

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Faculty Administrator
Job Purpose:	To provide high-quality administrative support for the Faculty Directorate
Accountability to:	Director of Faculty
Responsible for:	No staff

Key Responsibilities and Key Tasks:

- 1. Provide efficient administrative support for faculty-based Personal Development events and activities**
 - a. Support the Faculty Directorate in maintaining records and communications with Subject Stakeholder Groups including employers, H.E links and school liaison.
 - b. Liaise with the Work Experience Team to support the expansion of work placement opportunities for students and to maintain an accurate database of stakeholder links.
 - c. Provide administrative and practical support for Faculty Careers Festivals, Skills Week, visiting speakers, school outreach and other events/projects.
 - d. Provide administrative support for trips and visits within the faculty.
 - e. Provide administrative support for faculty-based enrichment activities as required.
- 2. Provide efficient administrative support for faculty-based communications and subject level monitoring and intervention with students**
 - a. Support the Faculty Directorate in coordinating clear and consistent communications with students, parents and carers regarding teaching & learning, studentship expectations, coursework/NEA submission, faculty events etc.
 - b. Support the Faculty Directorate in maintaining the faculty SharePoint site and the Information and Resources Platform for parents and carers.
 - c. Liaise with Student Services to maintain accurate faculty and subject reports on attendance and intervention.
 - d. Support the Faculty Directorate in compiling and analysing reports from the student database (MyProgress), to facilitate effective intervention and escalation.
- 3. Any other duties**
 - a. Coordinate meetings and take notes as required by the Faculty Directorate.
 - b. Attend relevant meetings, college events and training as required.
 - c. Support the Faculty Directorate with communications related to cover as required.
 - d. Undertake any other reasonable duties, as required.



COLLYER'S

The College of Richard Collyer

Reviewed by Line Manager (full name): Directors of Faculty	Date: June 2024
Approved by SMT (full name): Rob Hussey	Date: June 2024

