

JOB DESCRIPTION

Position:	Senior Administrator (maternity cover, to February 2020)
Salary:	£25-27,000 per annum
Reports to:	General Manager
Working pattern:	9am to 5pm – Monday to Friday (flexible considered), with occasional scheduled evening and weekend work

The Senior Administrator has the overall responsibility for the effective and efficient running of the post-graduate Diploma in Paediatric Osteopathy (DPO) Course and all other courses offered by the Osteopathic Centre for Children (OCC). This includes responsibility for seminar weekends, timetabling tutorials and enforcing coursework deadlines; within the policies and procedures of the course, as detailed in the DPO Student Handbook.

The post holder needs to be flexible, efficient, with a can-do attitude, and willingness to learn.

Main responsibilities:

- Liaise with the Course Leaders, Clinic Management Committee and others to ensure the smooth running of education courses – DPO, APO, CPD, Access Course, Faculty Development Days (FDD)
- Prepare reports and statistics, and assist the Course Leaders with developing the courses
- Administer the admissions process, including managing enquiries, arranging talks by osteopaths in osteopathy schools, interviews and offer letters
- Support the Head of Development with advertising and marketing of the DPO and other courses including keeping website pages updated
- Prepare the annual academic timetable – to include coursework deadlines, staffing weekend seminars, staffing outreach clinics, exams, resits/reassessments, Exam Board meeting, FDD
- Undertake the administration of examinations, assessment and processing the marking of coursework, using the student management database
- Monitor the DPO Osteopaths' attendance, manage their leave and outreach visits
- Support the Course Leaders and consultants in matters of student discipline and welfare
- Maintain accurate records for each DPO Osteopath and maintain contact with students who have deferred a course
- Update and maintain all policies and procedures, especially those in the DPO Handbook, and communicate updates
- Minute meetings of the DPO Examination Board and other meetings as required, and to invigilate written examinations
- Provide Finance with information needed to set up course fee direct debits and prepare international teaching/accreditation invoices, assist Course Leader with budget preparation
- Manage and maintain the library
- Any other tasks required by the General Manager

Essential skills and experience:

- Preferably two year's experience working in an education department or a similar role
- Advanced computer skills; familiar with MS Office, MS Access, MS Publisher; including experience in database management (WCVS/3SYS/PASS an advantage)
- Very good time management
- Highly organised with a keen eye for detail
- Good verbal and written communication skills with a clear speaking voice

The right candidate will be:

- Diligent, flexible and able to work in a team
- Confident and self-motivated
- Calm and friendly under pressure
- Innovative and able to use own initiative
- Able to work with little supervision