

JOB DESCRIPTION



JOB TITLE:	Higher Education Course Administrator
DEPARTMENT:	Registry
GRADE:	4

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To provide administrative support to Higher Education (HE) programmes and to have a proactive approach to supporting learning and teaching activities.
2. To act as a point of contact for HE students and academic staff.

REPORTS TO:

Senior Course Administrator

STAFF RESPONSIBILITIES FOR:

None

DUTIES:

1. To provide administrative support to HE programmes across all day-to-day functions.
2. To have a proactive approach to supporting learning and teaching activities on HE programmes, including monitoring the timeliness of marking and feedback to students and programme-related information on the conservatoire's Virtual Learning Environment (VLE).
3. To maintain and contribute to the development of databases of departmental information relating to on programme activity, including (but not restricted to) student module choices, assignments and assignment deadlines.
4. To ensure the accuracy of student records within the student record system (SRS) by updating personal records, including changes to student status and personal contact details, in accordance with current procedures and Data Protection regulations.
5. To be responsible for the application of mark penalties and the transfer of assessment marks into the conservatoire's SRS and to work with relevant academic staff to ensure adherence to agreed marking and feedback timescales.

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6. To ensure adherence to validating body requirements with regard to archiving and sampling of student work and the collating of evidence of second marking and other quality processes for consideration by External Examiners.
7. To work with the Examinations team to ensure accurate information is available for the External Examiners. This includes updating the External Examiners' pages on Space, booking appropriate rooms and equipment and liaising with Examinations and other relevant staff.
8. To act as a point of contact for HE students and academic staff, to include providing cover at the Student Enquiries Counter.
9. To contribute to the conservatoire's attendance monitoring processes, eg by maintaining records, liaising with academic and Student Services staff, organising and attending Attendance & Engagement Monitoring meetings and carrying out follow-up actions.
10. To attend Boards of Examiners meetings and update information as appropriate, in liaison with the Examinations team.
11. To work closely within the HE Course Administration team to ensure that information, good practice and enhancement opportunities are shared
12. To contribute to the customer service offered by the Registry team as a whole by providing cover for other unit functions as may be required.
13. To comply with all conservatoire policies and procedures.
14. To take part in any required staff development activities and to participate in the Conservatoire Appraisal Scheme.
15. Any other duties commensurate with the level of the post that may be required from time to time.

NOTES:

1. Duties will inevitably develop and change as the work of the conservatoire changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, Leeds Conservatoire reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from conservatoire strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality 2010) and informs the conservatoire fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

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GENERAL TERMS AND CONDITIONS OF POST	
Duration of Post:	1 x Permanent & 1 x Fixed Term Family Leave cover
Working Hours:	37 hours per week (8.30am-5.30pm Monday-Thursday, 8.30am-4.30pm Friday)
Salary:	Grade 4
Probation Period:	Ten Months
Notice Period:	One Month
Pension Scheme:	Eligible to join the West Yorkshire Pensions Fund or Peoples Pension
Special Conditions of the Post:	
APPROVAL OF JOB DESCRIPTION - LCM	
Compiled By:	Updated by Amanda Layne
Compilation Date:	15 May 2014 Updated June 2016 Updated November 2020
Approval By SMC:	
APPROVAL OF JOB DESCRIPTION – POST HOLDER	
Name of Post Holder:	
Signature of Post Holder:	
Date:	