

Business Administration Manager

Team: Business, Travel, Hospitality, ESOL, Access to HE

Reports to: Head of Learning

Location: Brighton Central campus

Job Purpose

- Supervise daily support operations and all administration tasks of the curriculum area and plan the most efficient administrative procedures.
- Lead a team of professional admin staff and apprentices to complete a range of administrative duties in the departments.
- Excellent communication and organizational skills are required, well-versed in administration procedures and policies and actively discover new ways to do the job more efficiently.
- Ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.
- Support the Head of Learning to deliver an outstanding customer experience to all internal and external customers.
- Manage the administrative functions of our curriculum area and ensuring effective day-to-day line management of the Curriculum Administrator.

Key Responsibilities

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Support the Head of Learning in all administration processes relating to the customer journey
- Be the first point of contact for all internal departments with regard to processes for the department
- Support the curriculum team in arranging EV visits
- Oversee all examination registrations and enrolments for the department
- Ensure the smooth and adequate flow of information within the department to facilitate other business operations
- Manage schedules and deadlines and the Head of Learning Diary management
- Monitor costs and expenses to assist in budget preparation, monitor all departmental budgets and support the HOL to work within budgets. Manage purchase ordering, the receipt of goods, processing of orders, invoices, and cash advances as well as office supplies and the purchasing on new materials
- Monitor sessional teacher pay claims ensuring timetables align with expected delivery.
- Organize and supervise other department activities (recycling, renovations, event planning, parents' evenings, etc.)
- Ensure operations adhere to policies and regulations

- Undertake timetabling maintenance throughout the year e.g. room changes/staff changes
- Keep abreast with all organizational changes and business developments
- Oversee the departments compliance to H and S policy and procedure
- Maintain annual leave schedules and provide weekly staff sickness /absence reports for HR
- Keep up to date with new processes, procedures, software etc. and implement any changes that are required proactively with the administrative team
- Undertake regular 1:1 meetings and annual appraisals and midyear reviews with Administrators in the team, identify areas for improvements and training needs, set targets and objectives, analyse performance against objectives and assist in improving the competence of others by coaching and mentoring
- Processing and monitoring of sessional contracts against timetabling systems /claim forms, taking remedial action to ensure accuracy

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	Assessed
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Experience		
Proven experience as administration manager	Essential	Application Form/ Interview/ Assessment
Familiarity with financial and facilities management principles	Essential	
Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in	Desirable	

Knowledge		
In-depth understanding of office management procedures and departmental and legal policies, including H&S	Essential	Application Form/ Interview/ Assessment
An understanding of an educational institution	Desirable	

Qualifications		
Minimum level 4 qualification, or equivalent experience	Essential	Application Form/ Certificates

Skills and Abilities		
Proficient in MS Office	Essential	Application Form/ Interview/ Assessment
Outstanding customer service and a can do attitude	Essential	
Excellent organizational and multitasking abilities	Essential	
A team player with leadership skills	Essential	
An analytical mind with problem-solving skills	Essential	
Good communication and organisational skills	Essential	
Effective interpersonal skills and the ability to work well with people at all levels	Essential	

Attributes		
A diplomatic approach and the confidence to provide support to high-profile company staff and board members	Essential	Interview
Integrity and discretion when handling confidential information	Essential	
A commercial frame of mind	Essential	
Be able to remain impartial	Essential	
Have a flexible approach to working hours	Essential	

Other Requirements

Person Specification

Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances
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Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 37

Working weeks per year: 52

Salary range: £22,156 - £24,213 per annum

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 24 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.