**KENDAL COLLEGE**

**JOB DESCRIPTION**

Post: Curriculum Administrator

Grade: C

This is an exciting opportunity to kick-start your career in a dynamic and supportive environment. As a Cross College Administrator, you’ll provide essential administrative support across Kendal College, collaborating with multiple departments as needed.  
  
At Kendal College, we value autonomy, flexibility, and innovation. This role offers a fantastic platform to grow your skills, gain valuable experience, and be part of an organisation that genuinely supports your development.  
  
This is a permanent position, which can be full or part-time. Working around school hours would work well and can be accommodated.  
  
As part of your role, you will also hold responsibility for safeguarding and promoting the welfare of children, young people, and vulnerable adults—an essential commitment shared by everyone at Kendal College.

## SPECIFIC DUTIES

### General Administrative Support

* Provide efficient and professional administrative support to curriculum and support departments across the College.
* Maintain accurate records and filing systems (electronic and manual) in line with College policies and GDPR requirements.
* Prepare and distribute documentation including reports, letters, agendas, and minutes.
* Support the coordination of meetings, events, and appointments including room bookings and hospitality arrangements.
* Respond to enquiries from staff, students, and external stakeholders in a timely and professional manner.

### Data and Systems Management

* Input and maintain data accurately on College systems including MIS, ProMonitor, ProPortal, and other platforms.
* Assist in the collection, collation, and reporting of data for internal and external use.
* Support the implementation and training of new systems and processes across departments.

### Cross-Departmental Collaboration

* Work flexibly across departments to support peak periods, projects, and cover requirements.
* Liaise with staff across curriculum and support areas to ensure consistent and effective communication.
* Support the coordination of cross-college initiatives and events such as enrolment, open evenings, and student induction.

### Customer Service and Communication

* Deliver exemplary customer service to students, staff, and visitors.
* Communicate effectively via email, phone, and in person, ensuring queries are resolved or referred appropriately.
* Promote the College positively in all interactions and uphold its values and reputation.

## GENERAL DUTIES

* Work flexibly to meet College requirements, including occasional evening work, usually supporting college events and open evenings.
* Adhere to all Kendal College policies and procedures, including safeguarding, health and safety, and equality and diversity.
* Maintain confidentiality and professionalism at all times.
* Participate in performance management and professional development activities.
* Undertake any other duties appropriate to the grade and nature of the role as required.

## PERSON SPECIFICATION

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| Personal Attributes Required | Essential (E) | Desirable (D) |
| **Qualifications** |  | L3 or equivalent qualification in a relevant discipline |
|  | GCSE English and Maths (or equivalent) at grade 4/C or above |  |
| **Experience** | Experience of working in a busy administrative role | Experience in an education or public sector environment |
|  | Experience of using Microsoft Office and digital systems | Experience with MIS, ProMonitor, or CRM systems |
| **Knowledge, Skills & Abilities** | Strong organisational and time management skills | Knowledge of GDPR and data protection |
|  | Excellent written and verbal communication skills | Understanding of safeguarding and Prevent |
|  | Ability to work independently and as part of a team | Experience supporting events or projects |
|  | High attention to detail and accuracy |  |
|  | Ability to maintain confidentiality |  |
|  | Proficient in using email, spreadsheets, and databases |  |
| **Further Requirements** | Commitment to continuous professional development |  |
|  | Willingness to work flexibly across departments |  |
|  | Commitment to safeguarding and promoting welfare of children and vulnerable adults |  |
|  | Understanding of and commitment to equality and diversity |  |