

College of Integrated Chinese Medicine Job Description for Programme Administrator

June 2024

Accountable to: Office Manager, Principal

Job Overview: The Programme Administrator plans, and maintains the timetable and publishes the timetable and updates throughout the year. They will also assist in preparing information for HESA

Duties and responsibilities

HESA

- Prepare information for HESA as required.
- Update all student and course information throughout the year
- Develop and maintain the database in accordance with reporting requirements

Internal and external reporting

- Supply relevant information for all reports as required including QAA, OfS, BAAB etc

Data

- To organise an NSS survey and data each year

Student surveys

- Prepare a timetable for student surveys and send them to the class at the appropriate time throughout the year.

Meetings

- Set dates for Programme Leader and Council meetings
- Prepare minutes for Programme leaders' meetings. Organise Council meetings: send out agendas and take and prepare minutes, obtain reports from Principle and Finance Director.

Timetable

- Produce future course dates and obtain sign-off from EC
- Organise timetable review meetings with Programme Leaders
- Produce and maintain the timetable template
- Collate data to produce annual timetable
- Liaise and organise dates with all external speakers
- When teaching allocation is completed by a member of the teaching team, organise Zoom meetings.
- Liaise with the registrar to organise the structure of the VLE. Add lessons numbers to the timetable and upload to the VLE.
- Complete all ongoing updates to the timetable and republish on the VLE.
- Communicate with students when required.

Additional admin/Reception duties

- Covering reception when required
- Admin support when staff are on annual leave
- Any other additional tasks required by the Office Manager and College Principal

Job Specifications

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications		
Undergraduate degree, or equivalent relevant professional experience	x	
Previous experience of working within data entry , timetabling and record keeping. (5 years experience minimum).	x	
An understanding or appreciation of acupuncture as a profession		x
Experience/Knowledge		
Significant experience of reports, scheduling and timetabling delivering excellent outcomes and driving high service performance	x	
Skills & Attributes		
Excellent planning and judgment including well-developed verbal, presentation and written communication skills.	x	
Excellent interpersonal skills	x	
Highly organised, reliable, resilient, and able to work strategically under pressure to deliver outcomes	x	
Demonstrated commitment to equality, diversity, dignity and respect of all students and staff and patients.	x	
Commitment to confidentiality and ability to work with tact and sensitivity in complex situations.	x	

Commencement date: 1st July 2024

Duration of contract: 12 month contract

Salary: £25,000 FTE dependent

Probation period: 3 months

Place of work: on site in our Reading office

Part-time hours: the post is 3 days a week Wednesday- Friday 22.5-hour week. 9am to 5.30pm with 1 hour unpaid lunch

Holidays: 28 days including bank holidays (pro rata)

To apply please complete the attached application form and send with a covering letter, explaining why you are applying and why you think you would be suitable for this role, and return to Charlotte Tyrrell, Office Manager, ctyrrell@cicm.org.uk who may also be contacted in the first instance regarding the role.

Application deadline: Tuesday 25th June 2024

Interviews expected: w/c 1st July 2024