Job Description

Job Title: Quality Administrator

Reports To: Academic Registrar

Working alongside: Registry Administrator, Faculty & Teaching Staff, Common Awards Administrative Team, External Examiners, and Director of Pastoral Care.

Aims of the Role

The Quality Administrator provides essential administrative support for the College's academic quality assurance and enhancement processes. Working under the strategic direction of the Academic Registrar, this role ensures compliance, accuracy, and efficiency in quality-related operations, as well as support with occasional registry functions and maintaining published information. The role ensures smooth academic operations throughout the academic year.

Key Responsibilities

Academic Quality Assurance & Compliance

- Administer the student evaluation process twice yearly.
- Compile, summarise, and report on student feedback in preparation for the Common Awards Management Board (or equivalent committee), liaising with student representatives as needed.
- Ensure the accurate dissemination of agreed academic changes to both staff and students, including those relating to the transition to a new validating partner from September 2025.
- Support the Academic Registrar with the administration of the marking and moderation process, including any process adaptations during the transition period.
- Maintain a calendar of internal and external quality assurance deadlines and ensure all necessary preparations are made (e.g. aligned with the Common Awards Calendar).
- Assist in formatting and coordinating Self-Evaluation Documents and other external quality assurance submissions.
- Support the maintenance of published information schedules and the academic policy archive, ensuring updates reflect the evolving validation arrangements in liaison with the Academic Registrar.

Academic Administration & Faculty Support

- Schedule and administer peer observations for faculty and other teaching staff.
- Support the induction, communication, and logistical arrangements for External Examiners, including any new requirements introduced by the new validating partner.

- Provide administrative support for student module and programme choices, ensuring compliance with programme regulations.

Curriculum Administration & Programme Data Management

- Record and update curriculum changes and validation documents in consultation with the Academic Registrar.
- Assist in the administration of Module Choice Forms and ensure correct student enrolments in line with programme rules.
- Assist in maintaining the College's Course Database Management System (CDMS), ensuring accurate records for all programmes and modules, supporting updates as programme records are adapted to new systems.
- Support the preparation and updating of handbooks and student-facing materials (e.g., term dates, module offerings).
- Publish key academic documents and updates on the College's Virtual Learning Environment (VLE), including module outlines, assignment briefs, and submission deadlines, in line with any new validating partner templates or standards.
- Provide first-line academic advice to students regarding regulations, coursework deadlines, and academic procedures, particularly as changes are implemented.

Academic Committees & Board

- Serve as Officer for the following meetings:
  - Common Awards Management Committee (or equivalent committee)
  - Research Ethics Working Groups, with responsibilities for both including:
    - Drafting annual schedule of meetings;
    - Preparing and circulating agendas and documentation;
    - Taking and distributing minutes;
    - Tracking completion of actions and ensuring appropriate participation;
    - Coordinating the completion of actions and ensuring relevant participation;
    - Managing meeting logistics and communications.
    - Communicating outcomes to students (where applicable).

- Suggest meeting planning and documentation needs as these committees respond to the College's evolving validation context.

College-Wide & Other Activities

- Support the Placements Co-ordinator in the annual revision of Placement Booklets.
- Provide administrative support to the Director of Pastoral Care in the scheduling of Safeguarding in Ministry training modules (where necessary).
- Participate in College-wide events such as the annual Welcome week, Enrolment and graduation (when required).
- Provide support to the Registry Administrator during peak workload periods.

- Carry out other quality-related duties broadly consistent with the role's responsibilities.

Person Specification

The person appointed must be able to demonstrate excellence, proven ability and recent experience in the following areas:

Competencies & Personal Qualities	Essential/ Desirable	Where Tested
Excellent organisational skills, accuracy and attention to detail.	Essential	Application & tests
Strong verbal and written communication skills.	Essential	Application, tests & interview
Ability to manage competing deadlines and prioritise tasks.	Essential	Application, tests & interview
Inter-personal skills and a customer-oriented, 'can-do' and friendly approach	Essential	Application & interview
Ability to work supportively in a small team	Essential	Application & interview
Tact and sensitivity; discretion and confidentiality	Essential	Application & interview
Commitment to the Christian ethos and mission of the College.	Desirable	Application & interview
Skills	**Essential/ Desirable**	**Where Tested**
Proficiency with Microsoft Office (Word, Excel, Outlook) and familiarity with virtual learning environments (e.g., Moodle).	Essential	Application & tests
Database knowledge and skills, including report generation	Desirable	Application & interview
Experience	**Essential/ Desirable**	**Where Tested**
Experience in an administration role	Essential	Application & interview
Experience in a quality assurance or academic administration role in a Higher Education or similar environment.	Essential	Application & interview
Experience administering meetings (e.g., agenda prep, minute-taking).	Essential	Application & interview
Experience working with academic quality frameworks or regulatory bodies (e.g., QAA, university validation).	Desirable	Application
Knowledge of database systems and producing reports/statistics.	Desirable	Application & interview
Education/Qualifications Required	**Essential/ Desirable**	**Where Tested**
Post-holder must be entitled to work in the UK	Essential	Application
Undergraduate degree, or formal administration qualification	Desirable	Application