

## Curriculum, Quality and Exams Administrator

**Salary:** A23 £26,644 to A26 £28,757  
**Basis:** Full time  
**Contract Type:** Permanent  
**Contractual Hours:** 37 hours per week  
**Annual Leave:** 45 days including 8 bank holidays

We have an exciting opportunity for a Curriculum and Quality Administrator to join our team at the Communication Specialist College Doncaster. This is a unique opportunity to make a real difference in a values-driven organisation that supports children and young people with special educational needs and disabilities.

### About the Role

The Curriculum and Quality Administrator will be experienced, detail oriented and able to work within the College administrative and operational functions. The individual will be responsible for supporting the timetabling and curriculum changes throughout the year as well as liaising with the quality and Data team for compliance.

You will ensure compliance with relevant laws and regulations. As the Curriculum and Quality Administrator, you will play a key role in supporting the strategic goals of the Communication Specialist College Doncaster.

### Key Responsibilities

- Manage curriculum and timetable changes throughout the academic year.
- Support college management in creating start-of-year timetables and implementing updates as needed.
- Liaise with awarding bodies and JCQ to ensure compliance, manage centre updates, and respond to queries.
- Organise and support JCQ-approved exam processes, including vocational exams, Functional Skills, and GCSEs.
- Minute accredited standardisation meetings and organise exams training sessions.
- Order resources and manage logistics for training and exams.
- Provide proactive administrative support to the English, maths, and vocational departments, including cover for other admin team members as needed.
- Manage and maintain communication through Parent Mail.
- Manage data input and support for ParentPay and BlueRunner.
- Maintain and update the student database, ensuring data accuracy and compliance with data protection regulations.

- Be a superuser for any associated college MIS systems.
- Collate data and produce graphs from surveys and feedback forms
- Run curriculum and performance data reports for internal and external stakeholders, including the Senior College Management Team.
- To facilitate and support internal and external audits, including preparing documentation and liaising with auditors, as requested

For a full list of responsibilities please see the job description.

**Can you demonstrate:**

- Proven experience of working in an administration role with a focus on managing timetables, curriculum and data.
- Having a good understanding of internal and external data sources relating to the Education Sector.
- High level of knowledge of Microsoft Office and the ability to quickly master other online platforms and software packages.
- Minimum GCSE grade 4 or equivalent in English and Maths
- Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload and delegate effectively.
- Excellent interpersonal skills, influencing and communication skills, both written and verbal.

**Staff Benefits:**

- Contributory Pension
- Great CPD opportunities including free sign language classes
- Free onsite parking
- Free use of onsite gym
- Discounted childcare at the onsite Little Learners Day Nursery
- Westfield Health Cash Plan including — Doctorline — (24/7 access to a GP), dental, optical and prescription claims and much more (funded by employer)

For a job description and application form please visit our careers page at

[www.thecarrfentonfoundation.org.uk/careers/](http://www.thecarrfentonfoundation.org.uk/careers/)

Please note that on the application form we need your full education and employment history from leaving secondary school up to current date. We do not accept CV applications.

**Closing date for applications: 8<sup>th</sup> July 2026**

**Interviews to be held: 15<sup>th</sup> July 2026**

**Yorkshire Rose College — Doncaster, Leger Way, Doncaster, DN2 6AY,**

*The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.*

*The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*

*We are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the workplace.*