



Job Description

Title:	Curriculum, Quality and Exams Administrator
Reports to:	Curriculum and Quality Director
Based at:	Yorkshire Rose College
Hours of Work:	37 hours per week
Annual Leave	45 days including 8 bank holidays
Basis:	Permanent

Job Purpose:

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. The individual will work closely with the Learning Support Coordinator with the coordination of student support each day as well as leading on this during their absence.

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.

You will be responsible for overseeing all aspects of exam administration within the college. This includes organising exam schedules, ensuring compliance with examination regulations, liaising with academic staff, and managing the secure storage and distribution of exam papers. The role also involves coordinating with external examination bodies, handling student queries related to exams, and maintaining accurate records of exam results.

Key Duties and Responsibilities

By nature of the responsibility, the following list is not exhaustive but is a guideline as to the main requirements of the role. The Curriculum and Quality Administrator must be willing, flexible and prepared to carry out reasonable tasks not necessarily covered within this job description.

1. Safeguarding

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the Trust which support safeguarding and must act in accordance with the Trusts Safeguarding and Child Protection Policy and Code of Conduct. There is an annual commitment to training and legislative updates which is required by each individual employee.

2. General Duties

Administrative and Operational Support

1. Provide proactive administrative support to the English, maths, and vocational departments, including cover for other admin team members as needed.
2. Undertake general administrative tasks such as updating the Induction Booklet, RARPA Handbook, and signposting queries to relevant staff.
3. Manage and maintain communication through Parent Mail.
4. Order resources and manage logistics for training and exams.
5. To support the Learning Support Coordinator with administration and operational duties around student support and staffing coordination each day.

Exams and Assessment Coordination

6. Be the Exams Officer, managing registrations, claims, and all exam-related functions.
7. Liaise with awarding bodies and JCQ to ensure compliance, manage centre updates, and respond to queries.
8. Organise and support JCQ-approved exam processes, including vocational exams, Functional Skills, and GCSEs.
9. Ensure access arrangements are applied for, approved, and implemented for students.
10. Minute accredited standardisation meetings and organise exams training sessions.

Data and MIS (Management Information Systems) Management

11. Be a superuser for any associated college MIS systems.
12. Input and remove student targets from the MIS target cache.
13. Support staff in using the MIS system and generating reports.
14. Maintain and update the student database, ensuring data accuracy and compliance with data protection regulations.
15. In support of the Conduct data cleansing exercises and stay informed on system/database changes.

Reporting and Analytics

16. Collate data and produce graphs from surveys and feedback forms.
17. Run curriculum and performance data reports for internal and external stakeholders, including the Senior College Management Team.
18. Liaise with the Business & Data Analytics Lead to ensure data integrity.

Curriculum and Timetabling

19. Manage curriculum and timetable changes throughout the academic year.
20. Support college management in creating start-of-year timetables and implementing updates as needed.

Finance and Systems Oversight

21. Oversee the operation of ParentPay and BlueRunner systems, liaising with the Pastoral team as required.
22. Manage data input and support for ParentPay and BlueRunner.

Compliance and Governance:

23. To ensure adherence to legal and regulatory requirements.
24. To facilitate and support internal and external audits, including preparing documentation and liaising with auditors, as requested.

3. Training

The Curriculum and Quality Administrator, from time to time, be required to undertake training relevant to the key objectives and responsibilities of the Trust. There are mandatory training requirements that must be completed via Educare.

4. Working relationships

The Curriculum and Quality Administrator has a day to day working relationship with all departments and is required to cooperate fully with all members of staff and senior managers. A strong customer service focus is essential.

5. Hours of Work

The post is full time 37 hours per week. Working hours are flexible between 8am to 4pm Monday to Friday.

Weekend work and work outside of normal hours would be by prior arrangement and will attract time off in lieu or overtime payment.

Person Specification for Curriculum and Quality Administrator

The specific qualifications, experience, skills and values that are required for the role are outlined below.

Qualifications and Training	
Criteria	Essential =(E) Desirable =(D)
Minimum GCSE grade 4 or equivalent in English and Maths	E
Experience and Knowledge	
Experience of working in an administration role with a focus on managing timetables, curriculum and data.	E
Experience of having a high level of autonomy	E
Having a good understanding of internal and external data sources relating to the Education Sector.	E
Experience of working within the College Education Sector.	D
Experience of Exam coordination in an education setting.	D
Skills and Abilities	
High level of knowledge of Microsoft Office and the ability to quickly master other online platforms and software packages.	E
Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload and delegate effectively.	E
Excellent interpersonal skills, influencing and communication skills, both written and verbal.	E
Excellent initiative and professional judgement, with the ability to make independent decisions and effectively address problems and challenges.	E

The ability to work calmly and professionally under considerable pressure, within a constantly changing environment, and to short deadlines without compromising quality and standards.	E
The ability to deal with confidential and sensitive information and situations with diplomacy, discretion and tact.	E
Behavioural, Values and Ethos	
The ability and flexibility to work with wider teams and offer support as necessary.	E
Evidence of commitment to ongoing professional development.	E
Commitment to the Trust, and promotion of Equality, Diversity and Inclusion.	E
Commitment to safeguarding and promotion of a safe environment for children and young people to learn in. Promote a safe working environment for staff.	E