



# MOORLANDS COLLEGE

## Job Description and Person Specification

<b>Job title:</b>	Academic Coordinator
<b>Reporting to:</b>	Academic Manager
<b>Staff reporting:</b>	None
<b>Based:</b>	Sopley, Christchurch, Dorset
<b>Hours:</b>	40 hours per week
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• Support the Academic Manager in managing the academic provision of the College</li><li>• Support the Admissions and Registry Manager in the management of Admissions processes and of student records</li><li>• To report on student data according to various external and internal requirements</li></ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"><li>• Admissions and Registry Manager</li><li>• Students and potential students</li><li>• Vice-Principal (Academic)</li><li>• Vice-Principal (Quality)</li><li>• Academic and other academic support staff at Christchurch and Regional Centres</li><li>• Technical Services department</li></ul>
<b>Key duties will include:</b>	<ul style="list-style-type: none"><li>• Implement and administer various academic policies, including those relating to Access and Participation</li><li>• Administer submission system for student assignments and requests for extensions</li><li>• Administer NCFE partner reporting</li></ul>

- Administer admissions processes for College-run and “badged” courses, including recording stages in the database, communicating with applicants and referees, arranging interviews, and assisting in interviewing applicants
- Analyse student data and produce reports relating to various academic functions, for internal and external consumption
- Facilitate student surveys
- Engage with potential applicants
- Administer enrolment and registration processes for HE and non-HE students
- Assist in the maintenance of data integrity in the student record system, including integrity relating to GDPR compliance
- Supply certificates for Moorlands courses
- Facilitate data returns to HESA and other external organisations
- Support the work of the Academic Manager in various ways
- Undertake CPD for the role
- Share in the life and mission of the College

**August 2019**

## Person Specification

<b>Academic Coordinator</b>	<b>Essential (E) Desirable (D)</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>	<b>D</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in use of databases, or other software packages, beyond Microsoft Office</li> <li>• Experience in data entry and analysis</li> <li>• Experience in working with customers or clients in a service-oriented role</li> <li>• Experience in working within procedural systems</li> </ul>	<b>E</b>  <b>D</b> <b>E</b>  <b>D</b>
<p><b>Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>• IT skills in a range of software</li> <li>• Report design and production</li> <li>• Understanding of Christian training</li> <li>• Ability to perform multiple and diverse tasks</li> <li>• Ability to plan and deliver work within agreed timescales</li> </ul>	<b>E</b> <b>E</b> <b>D</b> <b>E</b> <b>E</b>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• There is a Genuine Occupational Requirement for this post-holder to be a Christian, to be in complete agreement with Moorlands College's Statement of Faith, and to be comfortable in helping to ensure the College's evangelical theological ethos is accurately and sensitively represented.</li> <li>• Attention to detail</li> <li>• Ability to work with students and potential students, with an attitude of service Friendly, approachable</li> <li>• Discerning</li> <li>• Ability to work as part of a team.</li> </ul>	<b>E</b>    <b>E</b> <b>E</b> <b>E</b>  <b>E</b> <b>E</b>