

## **Vocational Course Co-ordinator**

### **Job Description**

<b>Area</b>	<b>: Faculty of The Arts and Academic Studies</b>
<b>Salary</b>	<b>: £26,592 - £29,838 per annum</b>
<b>Hours of Work</b> <i>(Full-time/Part-time)</i>	<b>: 30</b>
<b>Line Manager</b>	<b>: Assistant Principal</b>
<b>Responsibility for</b>	<p>Undertake the general administrative tasks for The Arts and Academic studies departments.</p> <p>Liaise with managers, other support staff, lecturers, trainers, assessors, commercial clients and learners; <i>and</i></p> <p>Promoting the welfare of children and young people.</p>

### **Main Purpose of Job:**

To provide general administrative support to the Arts and Academic studies departments, in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

### **Key Duties and Responsibilities:**

1. Reflect the vision, mission, aims and values of the college.
2. Show initiative in planning and organising allocated tasks.
3. Enter, retrieve and print data using a range of college systems and reports.
4. Set up and maintain spreadsheets.
5. Monitor and summarise key performance indicators such as attendance and retention information to assist Assistant Directors with interventions that support learners.
6. Supporting on the day to day enquiries and attendance for the English and maths department.
7. Record actions from 'At Risk' meetings and monitor progress.
8. Photocopy, present and distribute information and reports within the departments.
9. Produce and distribute mail merged documents.
10. Prepare and print documents using information technology.

11. Undertake reception desk duties.
12. Communicate information in person in addition to using telephone, letter and e-mail.
13. Provide excellent and effective customer service.
14. Receive, assist visitors and make room bookings.
15. Respond to internal and external telephone enquires.
16. Assist in the co-ordination of mail services.
17. Participate in College enrolment days, open days and other similar events.
18. Contribute to the effective and efficient operation of the College enrolment process.
19. Attend appropriate meetings, take notes and action recommendations.
20. Act as a First Aider as required. Full training will be provided.
21. Co-ordinate parental communications as directed by the Assistant Directors.
22. Liaise with other co-ordinators to share ideas and seek opportunities for cross-College activities.
23. Maintain college course information system in line with marketing requirements.
24. Liaise with and support the Examinations Team in the co-ordination the timing, rooming and invigilation of examinations.
25. Support with examination invigilation.
26. Liaise with tutors in the provision of Induction Packs, advice on health and safety, provision of registers and general support and guidance.
27. In the absence of teaching staff, liaise with students with regard to changes to class times, rooming etc.
28. Be learner centered and learner facing so that learners know who you are and how you can help them.
29. Undertake all administration procedures accurately and in a timely manner.

#### **Generic Duties and Responsibilities:**

30. Promote a culture of innovation, excellence and equality.
31. Reflect the vision, mission and values of the College.
32. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
33. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
34. To actively contribute to the risk management of the College.
35. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
36. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
37. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
38. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

# Vocational Course Co-ordinator Person Specification



Cheshire College  
South & West

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References
<b>Education and Qualifications</b>						
<u>Essential</u>						
• GCSE Grade C (4/5) in Maths and English ( <i>or equivalent</i> )	✓				✓	
<u>Desirable</u>						
• IT Qualification ( <i>or willing to work towards</i> )	✓				✓	
• First Aid at Work Certificate ( <i>or willing to work towards</i> )	✓				✓	
<b>Skills and Experience</b>						
<u>Essential</u>						
• Proven ability of successfully complete tasks to deadline and to a high standard	✓	✓	✓			
• Proven digital literacy skills	✓	✓	✓			
<u>Desirable</u>						
• Previous administrative work experience or work, involving dealing with people	✓		✓			
<b>Personal Attributes</b>						
<u>Essential</u>						
• Strong interpersonal skills		✓	✓			✓
• Excellent organisation skills	✓	✓				
• Excellent team-working skills			✓			
• Ability to communicate effectively	✓	✓	✓			
• An ability to prioritise and work under pressure and to meet deadlines			✓			✓
• Ability to use own initiative and work with minimum supervision			✓			✓
• Commitment to on-going professional development	✓		✓			✓
• Enhanced DBS			✓			

Updated: December 2025