

# ABCDE

## JOB DESCRIPTION

**JOB TITLE:** Quality Assurance Administrator

**LOCATION:** Gallowgate Centre

**LINE MANAGER:** Head of Quality and Staff Development

**APPRAISER:** Head of Quality and Staff Development

### **Mission Statement:**

"To deliver, in partnership with other providers, a high quality education and training service, appropriate to the lifelong learning needs and aspirations of its clients, in a diverse range of settings".

### **College Ethos:**

"The College ethos seeks to help establish a context for enlightened and effective management, and to help build an appropriate working and learning environment for the College community.

It seeks to ensure that students are treated as mature individuals and are allocated as much responsibility as is possible and practicable, including an active role in decisions which affect them.

In addition to being provided with the best possible learning experiences, students are to be given every opportunity to develop personal and social skills and, generally, to derive the maximum

**Key Objective:**

To maintain appropriate records for the efficient operation of the College's Quality Assurance Management System, and to provide clerical and administrative support to the members of the Quality Assurance Team.

**Main Tasks:**

- (a) Providing administrative and clerical support to the members of the Quality Assurance Team.
- (b) Developing and maintaining databases for external verification, lesson observation, internal audit, SQA offers, and dealing with enquiries.
- (c) Developing and maintaining databases for tracking staff records and Quality Assurance Team publications.
- (d) Inputting and sorting data using appropriate statistical package.
- (e) Making arrangements for, and maintaining records of, External Audit and Moderator visits.
- (f) Making arrangements for, and maintaining records of, lesson observation activities.
- (g) Assisting in the maintenance of records relating to internal quality audits.
- (h) Assisting in the maintenance of an original set of College policies and procedures, and updating them for inclusion on the College Intranet as required.
- (i) Arranging the distribution of information from SQA, College policies and procedures and other relevant materials.
- (j) Word processing reports, minutes, letters, memos as required.
- (k) Dealing with staff enquiries relating to the Team's work.

In carrying out the responsibilities of the post it is expected that the postholder will do so in accordance with the College Ethos and Equal Opportunities Policy.

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post

June 2006

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## PERSON SPECIFICATION

**JOB TITLE:**                **Quality Assurance Administrator**

### **KNOWLEDGE/SKILLS**

1. Communication skills.
2. Organisational skills.
3. Interpersonal skills.
4. Keyboard/computing skills.

### **EXPERIENCE/QUALIFICATIONS**

1. Experience of office administration/clerical work.
2. Experience of databases.
3. \*Experience of statistical packages.
4. \*Knowledge of Further Education Sector.
5. Minimum HNC or equivalent level qualification.
6. \*ECDL (European Computer Driving Licence)

### **PERSONAL QUALITIES**

1. Ability to work as part of a team.
2. Initiative.
3. Diplomacy.
4. Attention to detail.

### **WORK REQUIREMENTS**

1. Commitment to College ethos and equal opportunities.
2. Commitment to excellent customer care.
3. Maintaining appropriate confidentiality.
4. Willingness to undertake appropriate staff development and training.
5. Willingness to work flexibly to meet the demands of the job.
6. Commitment to own Continuous Professional Development.

\* Desirable

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