

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1428P: Curriculum Support Administrator

SALARY

£25,317 pro rata per annum

GRADE

CSS Scale 3

HOURS

18.5

REPORTING TO

Curriculum Support Team Leader

DEPARTMENT

Curriculum Administration Support

LOCATION

Lincoln

BE READY...

Job Purpose:

To provide outstanding administrative and customer service support to the management, staff, and students across college campuses to enhance the student experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To ensure outstanding communication flow throughout the Curriculum Support Team and in liaison with cross college teams.
2. To act as a first point of contact for the Curriculum Support Team, supporting Assistant Principal areas e.g. the staff, students, parents, carers, employers and members of the public and deal with enquiries received by telephone and email whilst maintaining a high level of customer service.
3. Work in collaboration with Assistant Principals and Curriculum Leads to support curriculum operations associated with Assistant Principal areas.
4. To ensure daily and timely completion of the recording of student absences onto Pro-Solution to allow for comprehensive student attendance tracking and data.
5. To ensure daily and timely completion of the apprenticeship absence reports; liaising with the timetabling team, curriculum staff and employers to support attendance and employer liaison.
6. To arrange meetings, interviews and appointments as required.
7. To attend meetings as required for the purpose of taking notes or minutes and ensure the timely completion of associated notes.
8. To assist with the co-ordination and completion of allocated tasks within a shared Outlook mailbox.
9. To raise purchase orders, approve invoices for payment and allocate credit card orders as required.
10. Support the trips and visits process ensuring documentation is completed and approval sought.
11. Support the parents evening and reports to parents' process.
12. Complete FER associate bookings as advised by the Assistant Principal and Curriculum Support Manager.
13. Complete quality checks and approve staff travel claims.
14. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To maintain quality standards, appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Level 3 Business Administration qualification or equivalent.	A/I
2	GCSE Maths and English grades 9 – 4 / A* – C or equivalent.	A/I
3	Competent with Microsoft 365 Productivity Software including Word and Excel.	A/I/T

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non discriminatory manner.	A/I
5	Excellent communication skills (oral and written).	A/I/T
6	The ability to work on own initiative within guidelines from the Curriculum Support Team Leader.	A/I/T
7	The ability to work within a team and develop productive working relationships.	A/I
8	Excellent telephone manner and customer service skills.	A/I/T

	Experience	PSM
9	Practical experience of using relevant software packages, i.e. Microsoft Word, Outlook and Excel.	A/I/T
10	Relevant experience of administrative duties in an office environment.	A/I

	Work Related Circumstances	PSM
11	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
12	Ability and willingness to work flexibly, and to cover tasks within the team.	A/I

	Skills/Abilities - Other	PSM
13	Excellent organisational skills.	A/I/T
14	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
15	Ability to actively promote equality, diversity and inclusion across all aspects of the role.	A/I

Prepared By:	Kate Holford – Curriculum Administration Manager
Date:	July 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

