

English National Ballet School

JOB DESCRIPTION

Title of Post:	Academic Administrator
Reporting To:	Registrar
Salary:	£28,000 per annum
Contract:	Full time, permanent contract
Working Pattern:	<p>Preferred working pattern- Tuesday-Saturday.</p> <p>The School is open from 8am to 7pm and daily working hours can be scheduled within these times. Occasional evening work may be required and arranged in advance. Hybrid working with two days remote working may be discussed.</p>
Place of Work:	School's premises, Carlyle Building, Hortensia Road, London, SW10 0QS. With some work taking place elsewhere.
Contract Terms:	<p>The holiday entitlement is 28 days plus bank holidays pro rata.</p> <p>The School operates an auto enrolment Pension Scheme in which the School contributes 5% and the employee contributes a minimum of 5%.</p> <p>This role is subject to a probation period of 3-months</p>
Key Working Relationships:	Registrar, Interim Head of Higher Education, Head of Studies, Wellbeing and Safeguarding Team.
Main purpose of the job:	To proactively support administration relating to the student academic experience including admissions, induction, enrolment, attendance, retention, and assessment activities; providing excellent customer service to students and other internal and external stakeholders; ensuring programmes are administered in line with the School's and associated course provider's academic regulations and policies. To provide support for formal School committee meetings. To work with the Registrar on student record management using the School's management information system.
Safeguarding Duties and Responsibilities:	The School is committed to safeguarding and promoting the wellbeing of all students, all employees are expected to share this commitment. Staff are expected to proactively ensure the effective implementation of policies and procedures relating to safeguarding and wellbeing, comply with statutory regulations and communicate effectively with students, parents, colleagues, and agencies appropriately.

Since job descriptions cannot be exhaustive; the post holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

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Key Responsibilities:

Student Application and Enrolment:

- Assist the Registrar with enquiries concerning the Diploma Programme, from both applicants and current students, including matters relating to application/audition, scholarship, finance, accommodation, assessment, transcripts, and student visas.
- Support the Registrar with audition days, setting up and running events.
- Update the application and audition information pack as directed by the Registrar and the Head of Studies.
- Print and collate audition panel packs for auditions, including summary application forms, marks schedules and applicant photographs as directed by the Registrar.
- Support all student interview processes providing paperwork for the interview panel and processing paperwork as directed by the Registrar.
- Receiving, chasing up, copying, scanning and filing of audition and assessment documents on computer and paper systems, including input of existing documents to iSAMS directly or in import templates
- Supporting students with enrolment at GP surgeries, opening bank accounts, applying for their student oyster cards
- Oversee uniform supply and sales for the Senior School
- Carry out administrative tasks related to applying and processing student visas (CAS) as supervised by the Registrar.
- Together with the Wellbeing and Pastoral Practitioner and Registrar organise and run induction week activities.
- Administrative support for international auditions as directed.

Student Support:

- Daily contact with students and answering their queries.
- To act as the central point of contact for absence requests and referring these to the appropriate staff member
- Monitor all Senior School attendance. Ensure registers are completed and data recorded effectively.
- Support Head of Studies and Wellbeing team in the administration of Learning and Teaching Support Plans for students
- Prepare templates for student reports biannually.

Academic Support and Assessment Coordination:

- Supplying School data formal committee meetings and exam boards for internal and external stakeholders
- Assist, ion the biannual assessments including in the preparation for and post assessment activities, including associated paperwork, and video archiving.
- Following School regulations and policies support Registrar and Head of Studies in deferral/extension to assessment requests

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- Manage record of assessment marks and assist in the generation of student transcripts

General:

- Uphold the policies and procedures of the School and contribute to joint team responsibilities.
- Work towards and promote the aims and values of the School at all times.
- Promote equality, diversity and inclusion across all areas of work.
- Abide by the joint team responsibilities as outlined in the staff handbook.
- Manage, attend and assist with School events and training where appropriate.
- Undertake any other reasonable tasks as directed by the Directors

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. The list of responsibilities is not exhaustive, and the employee may be required to perform other duties as operationally required and at the discretion of their Line Manager.

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PERSON SPECIFICATION FOR ACADEMIC ADMINISTRATOR

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification.

(E = Essential, D = Desirable)

Experience and Knowledge:	Minimum of one years working in an office environment.	E
	Effective team player with the skills to work with Senior Management and artistic staff within the School, students, parents and members of the public.	E
	Experience of dealing with confidential issues with tact and discretion.	E
	Prioritising of own workload and time management.	E
	Previous experience of working with administrative systems and databases.	E
	Previous experience working in an admissions role.	D
	Previous experience of working in an arts/dance organisation, the Education Sector and with young people.	D
	Educated to degree level	D
Skills:	Excellent communication skills.	E
	Excellent IT skills including: MS Office, MS Excel, MS Access and Word.	E
	Excellent administrative ability.	E
	Able to work independently and proactively with initiative; able to collaborate as part of a team.	E
	The ability to prioritise work loads and work to tight deadlines.	E
	The ability and willingness to solve problems alone or as part of a team.	E
	The skill to pay close attention to detail.	E
	Be able to produce work to a consistently high standard, working well under pressure, prioritise workflow independently and show initiative.	E
	Be tactful and diplomatic in approach and able to deal with confidential matters with complete discretion.	E
	The ability to work in a changing environment and respond flexibly to changing needs and demands.	E
	Knowledge of other languages.	D