



**Unlock Your  
Potential:  
Join us at  
Bolton College!**

Part of the University of Bolton Group



## **Quality Assurance Administrator**





Dear Applicant

Thank you for expressing an interest in the position of **Quality Assurance Administrator** at Bolton College. On behalf of the College, I am delighted to provide the enclosed information about the role.

You might now be asking...Why Bolton College? Well here at the College, diversity isn't just embraced – it's celebrated. Our vibrant culture thrives on the unique perspectives each individual brings, and our dedicated staff are fully invested in every learner's journey toward success. Situated conveniently alongside the University of Bolton in the town centre, we pave the way for seamless progression pathways for our students. Offering an extensive array of courses tailored for young people, adult learners, apprentices, and those pursuing higher education, we take immense pride in our inclusive educational ethos. With a warm, supportive atmosphere, we're more than just a college – we're a close-knit community committed to nurturing growth and fostering a sense of belonging.

At the heart of our College lies the exceptional talent and dedication of our staff. Our commitment to fostering an inclusive workplace not only nurtures our employees but also serves as a catalyst for their success, empowering them to excel within their roles. At the College, we firmly believe in cultivating the potential of our staff.

Following the College becoming part of the wider University of Bolton Group, a 'fee waiver' policy has been successfully embedded. This policy encourages our staff members to pursue further qualifications without financial barriers. It's an incredible opportunity for our team to advance their skills and aspirations, while also allowing us as an employer to invest in and retain our talented staff members.

If you share our values and want to be part of a great team then we would love to hear from you. You can find out lots more about Bolton College via our website [www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk)

If you have any queries or require help in completing the application form please do not hesitate to contact us. We look forward to receiving your completed application.

A handwritten signature in black ink, appearing to read "S. Bury".

Sue Bury  
Human Resources Manager



## **Quality Assurance Administrator**

**37 hours per week**

**Scale 4**

**£23,417 – £24,422 per annum**

We have an exciting opportunity and are seeking a dedicated and detail-oriented Quality Assurance Administrator in our Quality Department. This role is integral to ensuring the smooth operation of our administrative functions, particularly in coordinating quality assurance activities and maintaining high standards of data integrity.

### **Ideally, you will have:**

- GCSE Maths and English at grade 4/C or above or equivalent.
- Experience of working in an office environment with proven ability to process data accurately and promptly.
- Good administrative and numeracy skills, including proven ability to work accurately to meet deadlines and targets under pressure.
- Ability to communicate and liaise at all levels both externally and internally.

### **Day-to-day you will be responsible for:**

- Providing a comprehensive range of administrative support services efficiently and effectively.
- Coordinating quality assurance activities to ensure consistent and timely implementation.
- Identifying, compiling, and utilising data from various sources, ensuring consistency, quality, and accuracy with high attention to detail.
- Exercising absolute integrity in handling confidential matters and ensure adherence to GDPR by maintaining data standards and conducting regular accuracy checks.
- Using the College's information and data systems to inform reporting processes and compliance monitoring.
- Monitoring and reporting on various compliance systems and processes.
- Providing a high level of customer service to both internal and external customers.

If you would like to chat about anything, from the role to what it's like to work with us, please don't hesitate to drop us an email or give us a call and we'll be happy to help in any way we can. Tel: 01204 482017 Ext: 2786 Email: [Jill.Hebden@boltoncc.ac.uk](mailto:Jill.Hebden@boltoncc.ac.uk)

An application pack can be downloaded from our website by accessing ([www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk)) or by email request to [personnel@boltoncc.ac.uk](mailto:personnel@boltoncc.ac.uk)

**Closing Date: 18 August 2024**

**Interview Date: 28 August 2024**

**Job Ref: 212-24**



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Quality Assurance Administrator
Sector/Section:	Principalship/ Quality
Grade:	Scale 4
Directly responsible to:	PA to the Principal & Principalship Manager
Directly responsible for:	Quality & Principalship administration and compliance monitoring

### **PURPOSE OF JOB:**

- To provide a comprehensive range of administrative support services, including coordination of quality assurance activities, in a timely and efficient manner
- Identify, compile and utilise data from a range of different sources, ensuring consistency, quality and accuracy and a high attention to detail.
- To exercise absolute integrity in respect of confidential matters and manage regular accuracy checks of all data, maintaining data standards and including adherence to GDPR.
- Utilise the College's information and data systems to inform reporting processes and compliance monitoring.
- To monitor and report on a variety of compliance systems and processes
- Provide a high level of customer service to both internal and external customers

#### MAIN RESPONSIBILITIES AND DUTIES:

1. Work as directed to provide a comprehensive administrative support for all staff within the Principalship and Quality department.
2. Under the direction of the PA to the Principal provide a comprehensive administrative support, utilising the College's data systems to ensure the efficient and effective delivery of services.
3. Support the PA to Principalship and Quality management with the processing of purchase orders utilising the College's finance system and checking, recording and distributing of all goods received.
4. To undertake effective minute taking and facilitate arrangements for meetings as required.
5. To support with validation processes for both further education and higher education courses, including liaison with University of Bolton.
6. To support with the organisation of formalised examination boards including taking records and actions.
7. To monitor the generic quality email address and work with the Head of Quality to maintain oversight and up to date records in relation to external awarding bodies.
8. To support the Head of Quality in organising and preparing for visits from awarding bodies and stakeholder partners.
9. To work with cross College leaders and managers to maintain accurate reports and data for the observation of teaching, learning and assessment processes as well as other quality assurance and compliance activities.
10. To monitor and coordinate the updating of the Quality intranet pages.
11. To work collaboratively with other members of the Principalship to ensure the smooth running of the office and effective support of the SMT ensuring cover at all times during holidays and sickness absence.
12. Effectively utilise Microsoft software including, but not limited to, Word, Excel and Powerpoint
13. To undertake administrative work in connection with student focussed events such as open days and/or celebrations.
14. Provide assistance with cross College activities such as enrolment /admissions process and exam invigilation.
15. To provide Quality department with assistance in creating/updating and uploading teaching resources and materials including on online platforms.
16. Assist with the preparation of information for audit and inspections.
17. To perform any admin/clerical duties commensurate with their level of skills/experience.
18. To undertake all appropriate training and staff developments and attend all meetings relevant to the post and grade.
19. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
20. To actively promote and embed equality and diversity within the College.
21. To actively contribute to the College's safeguarding children and vulnerable adult agenda.
22. In carrying out their duties the appointee must:
23. Comply with Health and Safety Regulations
24. Be aware of the College statement on Health and Safety

## PHYSICAL CONDITIONS

### Place of Work

The post holder will be based at Deane Road, however due to the nature of the post the postholder may be required to work at any premises at which it may from time to time provide services including all Community locations.

### Working Hours

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities.

A certain amount of flexibility is therefore required of the post-holder, whose work pattern may vary from time to time involving work on an evening or some other time outside the stated pattern as part of the working week. Intended variations to work patterns would be notified as soon as possible. In normal circumstances where you work beyond your contracted number of hours, time off in lieu may be given.

### Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in an annual staff development review and appraisal.

## SOCIAL CONDITIONS

### Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one month's written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

In the interests of health and safety, smoking is not permitted in Bolton College.

**Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**JOB DESCRIPTION PREPARED BY:** PA to the Principalship

**DATE:** July 2024



## PERSON SPECIFICATION

<b>POST</b>	QUALITY ASSURANCE ADMINISTRATOR	<b>DEPT</b>	PRINCIPALSHIP/QUALITY
<b>GRADE</b>	SCALE 4	<b>REF NO</b>	212-24

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY APPLICATION (AP) INTERVIEW (I) ASSESSMENT CTRE (AC) PRESENTATION (P)
GCSE in English and Maths (Grade 4 – 9 (A-C) or equivalent	<b>E</b>	<b>AP/I/T</b>
NVQ level 2 or equivalent in Business Administration or a willingness to work towards	<b>E</b>	<b>AP/I/T</b>
<b>RELEVANT EXPERIENCE</b>		
Experience of working in a busy office environment	<b>E</b>	<b>AP/I</b>
Accomplished in the use of MS Office suite with particular expertise in creating and formatting documents (Word/Excel/PowerPoint/Outlook)	<b>E</b>	<b>AP/I</b>
Experience of data input and using information to provide reports	<b>E</b>	<b>AP/I/T</b>
Experience of working within the educational sector	<b>D</b>	<b>AP/I</b>
<b>RELEVANT KNOWLEDGE/ SKILLS &amp; APTITUDES</b>		
Excellent organisational skills, including the ability to use own initiative to plan and prioritise own workload and work to challenging deadlines.	<b>E</b>	<b>AP/I</b>
Effective communication skills (verbal & written).	<b>E</b>	<b>AP/I</b>
Ability to communicate and liaise at all levels both externally and internally	<b>E</b>	<b>AP/I</b>

Self-motivated and have a pro-active approach.	<b>E</b>	<b>AP/I</b>
Proficiency in minute taking.	<b>E</b>	<b>AP/I</b>
Committed to team working	<b>E</b>	<b>AP/I</b>
Experience of developing and maintaining office systems.	<b>E</b>	<b>AP/I</b>
Ability to monitor and interpret statistical information	<b>E</b>	<b>AP/I</b>
<b>SPECIAL REQUIREMENTS</b>		
The successful post holder would be expected to have a flexible approach to their work.	<b>E</b>	<b>AP/I</b>
The successful applicant will need to have a DBS check to work in the College environment	<b>E</b>	<b>AP</b>
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality.	<b>E</b>	<b>AP/I</b>
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	<b>E</b>	<b>AP</b>
Awareness of health and safety requirements.	<b>E</b>	<b>AP</b>
Commitment to the principles of valuing diversity and equal opportunities.	<b>E</b>	<b>AP/I</b>
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	<b>E</b>	<b>AP/I</b>