Job Advert

<u>Academic Registry Administrator</u>

Hartlepool
37 Hours per week whole time
Permanent
£16,643 - £17,690 (based on increments, starting salary is £16,643)

Cleveland College of Art and Design is dedicated to providing the best education to new and existing students both locally and nationally.

We are looking for an organised, self-motivated and enthusiastic individual to work in the College's Academic Registry department at the higher education campus in Hartlepool. The focus of the role is to provide administrative support to ensure the effective implementation of the annual quality assurance cycle, and to assist in the monitoring and collation of relevant data.

The ideal candidate will have experience of business support, and be competent in using a range of relevant IT programmes. It is also essential that the successful candidate has 5 GCSEs at grade C or above, or equivalent, including Maths and English, and should also have evidence of continuing professional development.

In return, as a member of Cleveland College of Art and Design's team of staff you will be provided with:

- *The opportunity to develop your career and demonstrate you can reach achievable goals;*
- *The opportunity to be supported to regularly update your skills and knowledge;*
- *The opportunity to make a difference to the lives of young people in the Tees Valley; and*
- *Membership of the local government pension scheme with employer's contributions.*

Closing date for receipt of completed applications: Wednesday 26 October 2016

Applications must be on our application form available at www.ccad.ac.uk. If you have any questions please call (01642) 856119 or email personnel1@ccad.ac.uk

An educational charity providing specialist further and higher education programmes in the creative professions