

Job Advert

HE Academic Administrator

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 support the management of the higher education curriculum at the College's Hartlepool campus. Working with the Head of HE (Academic) and the academic staff community, the focus of the role is to provide administrative support to enhance the effective operation of the annual academic cycle.

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