NORTHERN SCHOOL OF CONTEMPORARY DANCE

JOB DESCRIPTION

POST: Quality Office Administrator

REPORTING TO: Head of Quality & Compliance

OTHER WORKING RELATIONSHIPS: Quality & Compliance Manager, Quality & Regulations Manager, Vice Principal, Faculty Staff, Finance, Student Services, External partner providers

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CONTEXT:

The Quality Office supports the School in maintaining its academic standards and enhancing the quality of the student learning experience. It oversees quality assurance processes, including programme approval, monitoring and review, and manages student records throughout the student lifecycle. The office also ensures the School meets its regulatory obligations to the Office for Students and fulfils its statutory data returns to HESA.

The Quality Office Administrator plays a key part in this work, providing administrative support across a wide range of activities, including assessment administration, committee servicing and data reporting. Working closely with colleagues across the School and with external partners, the postholder helps ensure the efficient and effective operation of the School's academic administration. This is an excellent opportunity for someone with strong organisational skills and attention to detail to develop their experience in higher education quality and compliance.

MAIN PURPOSES OF POST:

To provide day-to-day administrative support to the Quality Office. The postholder will support assessment, data returns, committees and student records across the School and its growing number of partners.

DUTIES & RESPONSIBILITIES:

1. Assessment and results

- Set up assessments, markbooks, the assessment footage spreadsheet and the assessment tracker.

- Run weekly checks on submissions, marks and feedback release, and send reminder emails to students.

- Transfer marks from Moodle to results sheets ahead of Module Assessment Boards (MABs) and Boards of Examiners (BoEs).

- Check and issue results letters, certificates and transcripts, and manage transcript requests.

2. Mitigation and academic misconduct

- Set up forms and check applications ahead of MABs.

• Prepare the applications spreadsheet for the Mitigation Committee.

• Support the administration relating to academic misconduct including; drafting stage letters and academic misconduct form, sending to students once checked.

3. Committee support

• Act as secretary to Quality Office committees, working groups and sub-committees, including Recruitment & Admissions and the Diversity Working Group.

• Send meeting invites, draft agendas, circulate papers, write minutes and update action trackers.

• Help prepare annual committee reports and take minutes for EEDI.

• Support the Safeguarding & Prevent committee with minutes and meeting arrangements.

4. Data and reporting

• Support the scheduling, tracking and reporting of module and Student Experience surveys

• Produce module survey analysis reports, send them to academic staff and manage responses.

• Support the organising and reporting of Student Experience Surveys (including NSS). Working with the Student Experience Dashboards.

• Support the Quality team on statutory data returns (such as HESA Student Return, Graduate Outcomes and the National Student Survey)

5. Programme and document management

• Circulate revision forms to programme leaders and add new programmes and modules to the catalogue before validation.

• Format documents and publish current versions on Teams, Moodle and the website.

• Manage updates to the student handbook.

• Support the creation and management of module pages on Moodle alongside the Module leads.

• Prepare Course Summary documents.

6. Partner and systems support

• Set up Teams for new partners and request IT accounts.

• Manage Teams and Moodle access and resolve access issues.

• Help manage the School timetabling system, including splitting bookable slots, scheduling enrichment sessions and handling ad hoc requests as required.

7. Student records and support

• Support the collection of enrolment data from students, following up on missing or incomplete information to meet internal and partner deadlines.

• Maintain accurate and up-to-date student records on relevant systems, ensuring data is consistent across NSCD and partner organisations.

• Handle all student information confidentially and in accordance with GDPR and institutional data protection policies.

• Keep student records up to date, including pronouns on Asimut and the student list.

• Collate medical information for the Student Support Team at enrolment stage.

• Monitor student completion of mandatory training, maintaining accurate records and following up with students who have not completed it, to support NSCD's compliance with Office for Students (OfS) Conditions of Registration.

• Process DBS checks and applications for students who need them, including PPS students.

• Support the issuing of CAS information to SMS and the overseas spreadsheet as required.

• Act as first point of contact for student academic enquiries, referring them on as needed.

• Assist with the management of alumni records, including updating contact details, maintaining the database and supporting alumni communications.

8. General

• Carry out other reasonable duties appropriate to the grade, as required by the line manager.

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PERSON SPECIFICATION – Access and Participation Administrator

	Essential Criteria	Desirable Criteria
Education/Qualifications	Undergraduate Degree Other recognised professional qualification	
Experience/Knowledge	Administrative experience in a busy office environment Understanding of confidentiality and data protection	Experience in higher education, quality assurance or student records Knowledge of assessment, exam board or academic regulation processes
Skills required	Strong organisation and attention to detail; confident with Excel and Microsoft Office; clear written communication, including minute-taking	Experience of VLEs, Teams, SMS or timetabling systems
Personal requirements	Able to manage competing deadlines, work independently and as part of a team, and deal professionally with students and staff	
Safeguarding	Have proven knowledge, skills, experience and qualifications, and any other requirements needed to perform the role in relation to working with students and vulnerable adults.	

Terms and conditions

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

Place of employment: NSCD, 98 Chapeltown Road, Leeds LS7 4BH.

Hours of work: 0.8 contract. Minimum of 30 hours week.

Remuneration: £20,599 actual at 0.8 (£25,749 FTE) (Spine point 18)

Contract: Permanent, Part-time contract

Probation: Six months.

Leave entitlement: 20 days actual (25 FTE), plus eight bank holidays(pro-rata) and up to 3 discretionary days between Christmas and New Year.

Period of notice: 1 month during probation, 2 months after.

Pension: West Yorkshire Pension Scheme (current 16.3% employer contribution).

October 2026

Other benefits: Staff training and development opportunities.
Ticket allowance for dance performances.
Health Shield (EAP work-place health cash plan)

Other conditions: NSCD is committed to safeguarding and promoting the welfare of children and young people and requires all staff to demonstrate this commitment in every aspect of their work.