

Job Description

Job Title:	Student Finance and Support Administrator
Reporting to:	Director of Resources & Operations
Key Relationships:	Principal, Heads of Department, other members of the professional services team
FTE:	1
Terms:	Salary £28,000 p.a. 30 days leave p.a Contribution to Group Personal Pension Plan

Main purpose of role:

To provide administrative support primarily for all areas related to student finance and non-academic student support and, as a member of a small multi-functional office team, contribute generally to its professional services function. While the Art School is a small, independent Higher Education Institution with around 300 students, it has very active development arm which raises significant sums to provide bursary support to its students. The Administrator- Student Finance and Support has a key role in ensuring bursaries are efficiently and effectively administered as well as administering a range of other student financial and non-financial support areas.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the post are to:

Core Duties

- Management the bursary and scholarships applications process and awards ensuring applications are made in line with agreed policies and procedures
- Co-ordinate bursary and scholarship allocations, in liaison with the Principal, Director of Resources and Operations and other members of the senior Management Team as appropriate, keeping accurate records of allocations made and funds available.
- Oversee the fulfilment of the reporting required from bursary and scholarship recipients, in liaison with Heads of Department;
- Liaise with bursary and scholarship funders, including annual reporting, organisation of visits, invoicing, etc. in conjunction with the Head of Development and External Relations and Head of Finance as appropriate;
- Oversee the Hardship Funds application and allocation process, in liaison with

- other senior staff as appropriate
- Undertake the periodic returns required by the Student Loan Company (Registrations, Attendance, Change of Circumstance, Course Details etc).
- Provide the necessary authorisations required for students to access external support (e.g. for TfL, Council Tax, NUS etc).
- Process internal support requests: Deferrals, Interruption of Studies, Extenuating Circumstances, Academic Appeals and ensure student database and records are updated accordingly.
- Oversee the promotion and submission of prizes and awards, liaising with funders /donors with regard to adjudication, presentation and payments, and with Heads of Department and the Head of Finance Manager as appropriate
- Support the Finance team with preparation of information required for audit.
- Provide occasional administrative support to the Head of Access to Learning when the need arises.
- Respond to general queries received by the office whether by email, phone or in person, referring on as appropriate.

Staff Development

- Participate in the Art School's annual staff appraisal scheme (Individual Performance Review), and in staff development and training activities as agreed with the Principal or Director of Resources and Operations.

Additional Duties and Responsibilities

- Support colleagues in the professional services team (for instance with events, activities and administrative tasks) as workloads may require and allow.
- Undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.
- Undertake Health and Safety duties and responsibilities appropriate to the role;

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour in others by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the postholder.

Key Internal Reference documents:

- Art School Policies and Procedures;
- Art School Strategic Development Plan;
- Employee Handbook
- 'How We Work' Governance Handbook

Person Specification

<i>Essential</i>	<i>Desirable</i>
Excellent administrative and organisational skills Attention to detail and accuracy. Good experience and knowledge of Microsoft Office applications, especially Word and Excel Ability to work as part of a small team, but also to use own initiative First class communication skills A flexible and 'can do' attitude	Experience of working in an educational setting Experience of clerking meetings Experience of liaising with third parties outside the organisation