

Job advert

Programme Support Officer

Context

Newcastle University London is a new campus in the heart of the City of London which teaches business programmes from foundation to PhD level. Newcastle University London is a collaborative venture with INTO University Partnerships (IUP), an organisation working in partnership with leading British universities to deliver foundation programmes to prepare international students for undergraduate and postgraduate study in the UK, with a clear focus on and commitment to the delivery of the highest quality student experience. A wide range of programmes are taught at the Newcastle University London Campus including postgraduate and undergraduate degrees, degree preparation courses and general English.

Requirements

Newcastle University London is looking to appoint a Programme Support Officer to join our London based team. The successful candidate will be reporting to the Assistant Academic Support Manager (Programmes) and working as part of the Academic Support Team. The Programme Support Officer will deliver an outstanding level of support to both students and academic staff, with responsibility for supporting a range of academic related activities including student assessment/examinations, attendance monitoring, timetabling and processing Personal Extenuating Circumstances applications.

The successful candidate will have proven knowledge of administration in a higher education and/or Pathway programme setting and excellent communication, organizational and IT skills.

Job Type

Full time, fixed term.

Salary

Salary band C £26498.50 - £34,446.92 per annum, inclusive of London Weighting Allowance, dependent on qualifications and experience.

Location

INTO WORLD ADVANTAGE

NEWCASTLE UNIVERSITY LONDON
102 MIDDLESEX STREET
LONDON
E1 7EZ

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E newcastlelondon@ncl.ac.uk
W www.ncl.ac.uk/london

Newcastle University London, 102 Middlesex Street, London E1 7EZ (closest tube/train station is Liverpool Street)

Application process

To apply, please send your most recent CV and covering letter to Debbie Dawkins, Human Resources Manager at hr.intomiddlesexstreet@intoglobal.com

If you have any questions regarding this post, please contact Debbie Dawkins, Human Resources Manager: Debbie.dawkins@intoglobal.com

The closing date for this application is Wednesday 26th August 2020. Interviews will take place on Friday 28th August 2020

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- References will be followed up;
- All gaps in CVs must be explained satisfactorily;
- Proof of identity and (where applicable) qualifications will be required;
- Reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service (DBS) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Newcastle University London is an equal opportunities employer.

Newcastle University London is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.