



School of Health and Medical Sciences

City St George's, University of London

Education Operations

Course Administrator

Ref: 411-25-R

JOB DESCRIPTION

Post Title	Course Administrator
Grade	CSG 4
Contract type	Permanent
Responsible to	Senior Science Programmes Officer
Accountable to	Head of UG Science Programmes Administration
Responsible for	N/A
Liaises with	Strong liaison & compliance with Registry functions & IMBE colleagues, academic staff, NHS clinical placement providers, academic/support service departments, students, external professional bodies.

Overall purpose of job

The Sciences Team based in the Institute of Medical and Biomedical Allied Education supports the CSG Biomedical Science, Healthcare Science, Clinical Pharmacology and Intercalated BSc programmes, and the KU MPharm modular teaching programme.

Contributing to the broad work of the Sciences Team, the postholder may be required to provide administrative support for any of the programmes within the team's remit, however it is anticipated that the post-holder would be specifically responsible for:

- Supporting timetabling and room booking
- Supporting the Professional Training Year, a fully integrated optional training year part of the BMS programme
- Small group tutorial arrangements including payments and cover tutors
- Attendance monitoring, including international, for all Science programmes



- Right to work checks across all programmes
- Providing ad-hoc support for the Science programmes administration during assessment periods

The role requires effective liaison with a wide range of academic staff and close collaboration with administrative colleagues within the Sciences team as well as the Timetabling & Room Bookings and Teaching Services teams.

1. Main Duties and Responsibilities

Programme Administration

The role may incorporate the following activities and responsibilities:

- Book appropriate rooms for all Year 3 BMS teaching sessions, liaise with AV services to make relevant arrangements for lecture theatre links or other technological requirements as necessary.
- Manage arrangements for tutorial sessions including the production, collation and distribution of session hand-outs, allocation of tutors and students to groups, organisation of tutor cover where necessary, and payments to tutors.
- Manage arrangements for right to work checks across all programmes
- Contribute to maintenance of module VLE pages (Canvas) ensuring content is kept up-to-date and accurate (assessments, web links, quiz materials)
- Contribute to student feedback processes: disseminate student feedback questionnaires and collate responses to be circulated to relevant members of staff and committees for consideration and action.
- Support the running of the Professional Training Year
- Respond to programme-related queries from staff and students

Programme Assessment

- In conjunction with Year Leads and Science Programmes Officers, maintain a record of attendance
- Under the direction of the Head of UG Science Programmes Administration collate assessments and assessment marks for review by External Examiners at HCS and BMS Exam Boards

Committee Support

- Circulate meeting agendas, minutes and other relevant documents, book meeting rooms and communicate the information to attendees in a timely manner
- Prepare agendas and write minutes
- Follow-up action points from meetings as appropriate

General

- Attend training sessions considered appropriate for development in the role or for personal development
- Contribute to SGUL student enrolment and induction activities for all programmes within the team's remit.
- Assist with Presentation Ceremonies for graduates
- Provide input to institutional projects



- Undertake when necessary other such duties appropriate to the grading of the post as may be assigned by the Head of Centre for Biomedical Education from time to time in the light of changing circumstances and requirements

It is expected that staff working with the School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	A-levels or equivalent	E	AF
	Good standard of general education (including English and Maths)	E	AF
Experience	Experience in an autonomous administrative role, preferably within the HE sector	E	SS1 INT
	Previous experience of course/student administration	E	INT
	Experience of working with complex administrative systems/processes	E	SS2 INT
Knowledge/ Skills	Sound organisational skills and ability to prioritise workload to meet deadlines	E	SS3
	Sound IT skills and a willingness to learn to utilise new technologies/software to support course administration	E	INT
	Ability to work successfully as part of a team, and on own initiative	E	SS4
	Ability to work to a consistently high standard and with attention to detail	E	SS5
Personal Attributes	Ability to deal professionally and empathetically with students and staff at all levels	E	SS6
	Highly motivated, pro-active, and flexible	E	INT
	Reliable and approachable	E	INT

Key:

AF=Application Form, CV=Curriculum Vitae, SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

2. April 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as 'world-leading' 4* (40%) and 'internationally excellent' 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: **£29,959** pa, (pro-rated for part-time staff). The salary range for **CSG 4** is **£29,959 – £33,482** and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: tslevin@citystgeorges.ac.uk

Making an application

All applicants are encouraged to apply online at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **19 May 2025**

Interview date 03-04 June. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **411-25-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

