

PROBATION OBJECTIVES FOR GRADE 4 PROGRAMMES ADMINISTRATIVE ASSISTANT

Outline of Objectives, Tasks and Support Required for Successful Completion of Probation

RELEVANT BEHAVIOUR INDICATORS WITHIN THE EFFECTIVE BEHAVIOURS FRAMEWORK	AREA OF RESPONSIBILITY FROM JOB DESCRIPTION	SPECIFIC GOAL OR OBJECTIVE	TASK, MEASURE OR OUTCOME	RESOURCES AND SUPPORT REQUIRED	SUPPORT PROVIDED BY	TIMEFRAME	REVIEW (mid or end probation)
<i>Delivering excellent service</i>	<i>Support for programme delivery</i>	Demonstrate understanding of the student life cycle, programme information and regulations in order to deal with enquiries from students and staff.	<p>Familiarise yourself with the Student Handbook.</p> <p>Process unit and programme changes in line with programme rules and Academic Registry's deadline.</p> <p>Familiarise yourself with the NFAAR assessment regulations to be able to deal with student/staff enquiries.</p>	<p>Copy of Student Handbook</p> <p>Access to programme descriptions. SAMIS training required. Registry's Outlook calendar.</p> <p>Attend training session for secretaries to Exam Boards. Access to NFAAR document and flow charts.</p>	Line Manager, team members	By March	End probation

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<i>Using resources</i>	<i>Student records</i>	Demonstrate competence in use of SAMIS to maintain student records.	Process forms relating to changes in students' circumstances.	Attend SAMIS training session. SREO guidance on process.	Line Manager, team members	Ongoing throughout the year.	Mid and End
<i>Achieving results</i>	<i>Assessment</i>	Demonstrate an understanding of the moderation process.	Make changes to exam papers once received from the external examiner. Format papers in line with Exams Office rules. Complete the QPRF forms and take exam papers to the Exams Office by their deadline. Prepare moderation samples for External Examiners.	Formatting rules and deadlines will be communicated by the Exams Office.	Line Manager, team members	By Dec	Mid
<i>Working with people</i>	<i>Teamwork</i>	Demonstrate commitment to team membership with flexibility and willingness to support others	Attend and contribute to weekly team meetings. Provide support across the team when needed and when you have capacity in your workload.	Dates to be provided. Consult with Line Manager over requests to provide support to teams.	Line Manager to invite via Outlook calendar.	On-going	Mid and End