

# Maria Bretherton



## Education Administrator: Continuing Professional Development & MA Education

Institute of Education

### Contact Details

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### Role Summary

The Education Administrator (CPD) provides administrative support to the CPD team. The role is varied and requires a high degree of professionalism, commitment and use of initiative. The post also involves a high level of confidentiality. The administrator acts as a point of contact for staff, students and a range of external organisations, and is responsible for contributing to the efficient management of all administration relating to CPD courses, as well as making significant contributions to the management of programme quality.

### Role and Responsibilities

This Job Description is currently being updated

### Qualifications and Training

- Leadership Development Certificate
- Advanced Excel Training
- Advanced Word Training
- University Mentor
- Stress, Resilience & Lifestyle Management
- Developing Personal Resilience
- Assertiveness Training
- Minute Writing Skills Training

### Professional Bodies

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