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# JOB DESCRIPTION

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| **Service Area: Planning and Performance** |
| **Job Title: Data Services Assistant** |
| **Responsible to: Data Services Manager** | **Date: March 2019** |
| **Responsible for: N/A** |
| **Purpose of job:*** To process learner enrolments and registry data in line with College and audit requirements.
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| **Responsibilities**A Role Specific* To enter learner enrolments onto the College Management Information System, ensuring records are accurate and processed promptly.
* To monitor accuracy of learner documentation and inform the Data Services Manager of key issues and trends.
* To advise, support and challenge Curriculum Areas on correct completion of learner documentation including enrolment forms and registers.
* To support the Data Services Manager with reviewing and developing systems and procedures relating to enrolments, registry and course creation.
* To respond to data validation and audit action, as required by the Data Services Manager and MIS Manager, ensuring that submission deadlines are met.
* To assist with internal audit and data checking processes to continuously improve the quality of learner data.
* To coordinate and liaise with individual Curriculum Areas and/or lead on specific Data Services activities as agreed.
* To ensure that the requirements of the Data Protection Act are met in all aspects of data handling, and to promote good practice within the college.
* Administration of Adult Learner Loans and HE Loans.

B General* To safeguard children and vulnerable adults from harm and to report concerns in accordance with the College’s internal referral arrangements.
* To foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimisation.
* To deal professionally with colleagues and external partners as required.
* To ensure the confidentiality and security of all the College’s documentation and information.
* To attend training/refresher courses and meetings as required by the Line Manager
* To co-operate and take part in the College’s appraisal scheme.
* To carry out other such appropriate duties that maybe reasonably required to successfully carry out the role.
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## **PERSON SPECIFICATION FORM**

**POST TITLE**: Data Services Assistant **DATE**: March 2019

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|  | **Requirement** | **Essential** | Desirable | **Proposed****Selection****Method\*** |
| **Experience** |
|  | * Data processing/use of MIS systems
* Administrative work
* Working within an educational context
* Experience of using Excel spreadsheets
 | Y | YYY | A/I |
| **Education/Training/Qualifications** |
|  | * Educated to GCSE or Level 2
 | Y |  | A |
| **Specialist Knowledge** |
|  | * Knowledge of the ILR
* Knowledge of post-16 funding methodologies
* Knowledge of the data requirements of external funding agencies
 |  | YYY | A/I |
| **Skills** |
|  | * IT skills
* Sound communication skills
* Good interpersonal skills
 | YYY |  | A/I |
| **Qualities** |
|  | * Able to work methodically with attention to detail
* Able to work under pressure
* Able to use own initiative
* Able to prioritise and work to deadlines
* Able to work well individually and as part of a team
* Suitable to work in an environment where children, young people & vulnerable adults are present
 | YYYYYY |  | I |
| **Working arrangements and availability** |
|  | * Flexible in line with workloads and deadlines
* Occasional requirement to work across sites.
 | YY |  | I |

 \* A=Application Form I=Interview P=Presentation