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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. | |
| **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. | |



## **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 | Y  Y  Y | 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 |  | Y  Y  Y | A/I |
| **Skills** | | | | |
|  | * IT skills * Sound communication skills * Good interpersonal skills | Y  Y  Y |  | 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 | Y  Y  Y  Y  Y  Y |  | I |
| **Working arrangements and availability** | | | | |
|  | * Flexible in line with workloads and deadlines * Occasional requirement to work across sites. | Y  Y |  | I |

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