

Job Description and Person Specification



MIS Administrator - Individualised Learner Record

Salary:	£20,103 - £22,710 pa inclusive
Hours:	36 hours per week
Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Reports to:	Head of MIS
Works closely with:	College Staff including teaching and support staff and external sub-contractors
Location:	This post will initially be based at the Main Campus, Isleworth

The purpose of the post is to assist with the work of the MIS team and to have particular responsibilities for ensuring the accuracy of the student Individualised Learner Record records through data entry.

The main duties and responsibilities are to:

1. Make a full a positive contribution to the MIS team
2. Assist the Head of MIS in ensuring that the student record database is accurate and up to date.
3. Be responsible for managing the links with the Employer Data Service database and updating student records accordingly.
4. Ensure that all student data is collected and entered on to the student record database accurately and timely and in accordance with the funding guidance and College Policy,
5. Be responsible for processing amendments to student data including withdrawals and transfers, liaising with teaching staff and curriculum administrators to ensure the accuracy of student data. Ensuring that all data is recorded in accordance with Individualised Learner Record guidance
6. Be responsible for ensuring that student data is regularly validated by being responsible for running weekly Individualised Learner Record and correcting associated error, audit and Provider Data Self-Assessment Tool reports.

7. Be responsible for ensuring that all subcontractor enrolments are accurately recorded and in compliance with Education and Skills Funding Agency guidelines.
8. Assist the Head of MIS in the implementation of changes to the funding methodology.
9. Be responsible for resolving queries over status and eligibility for sub-contractor work.
10. At peak times assist with processing amendments to timetables and registers liaising with teaching staff and curriculum administrators to ensure the accuracy of student data. Ensuring that all data is recorded in accordance with ILR guidance.
11. Work with the Head of MIS to be proactive in improving processes and developing audit reports to ensure the quality of data is improved.
12. Provide advice and support to teaching and support staff on accessing student data using the student record database.
13. Ensure data protection principles are adhered to when responding to student/staff enquiries.
14. Work with the Head of MIS to manage, train and support temporary enrolment staff during enrolment periods.
15. Answer general enquiries from students, staff and the public having regard to the individual needs of the diverse student population and the Data Protection Act.
16. Work collaboratively across all areas of MIS to ensure that all duties are completed as required. This may involve undertaking additional duties at enrolment including occasional evening work.
17. Undertake any training necessary to meet the demands of the post.
18. Promote a positive image of the college in all contacts with students, employers and professional bodies.
19. Carry out any other reasonably comparable duties that may be required from time to time.
20. Adhere and comply with the college financial regulations.
21. Undertake additional duties at enrolment times as required, including occasional evening work

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Have recent relevant experience of working within an administration environment providing a high standard of administrative work.
2. Have experience of working with a shared computer database
3. Be competent in the use of a word-processing package and spreadsheet package (the College uses WORD and EXCEL).
4. Proven ability to be accurate and pay attention to detail
5. Have good organisational skills and be able to demonstrate a systematic approach to tasks which are subject to deadlines.
6. Have good written & oral communication skills with the ability to be proactive in liaison with college staff
7. Have a good standard of numeracy.
8. Have good interpersonal skills and enjoy working as part of a team.
9. Be able to undertake occasional evening work.
10. Possess relevant qualifications/experience.
11. Possess a Literacy and Numeracy qualification at Level 2
12. Be willing to undertake training and development as required within the role.
13. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
14. Have an awareness of safeguarding and prevent.
15. Have an awareness and understanding of equal opportunities.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff. The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed. We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

Reference No: 5MIS005
Closing date: 1.00pm, Thursday 16th November 2017
Interview date: Friday 8th December 2017

Conditions of Service

Contract:	Permanent Full Time
Salary:	£20,103 - £22,710 pa inclusive Please note the salary range for this post is points 21-25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 21 Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure.
Hours:	36 hours per week
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.