**CHESTERFIELD COLLEGE**

JOB DESCRIPTION

**POST TITLE:**  Student Progression Administrator

**GRADE:** Harmonised Salary Scale Point 10 – 12 (£16,095 - £17,030)

**RESPONSIBLE TO:** Excellence andImprovement Co-ordinator

**RESPONSIBLE FOR:** Collection of student and stakeholder data

**DIRECTORATE:** Excellence and Improvement

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year.

It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

**PURPOSE OF THE POST**

**The post holder will:**

1. Take the lead role to collect, analyse and report on all student and stakeholder voice feedback for the college group within college calendar deadlines
2. Liaise with curriculum teams and business support areas to maximise opportunities for data collection ensuring accuracy and consistency of information
3. Contact all students and apprentices who leave and capture their actual progression and destination data
4. Maximise the opportunities offered from these contacts to re-engage these students in further learning
5. Liaise with curriculum teams to ensure progression opportunities are maximised and destinations recorded
6. Strive to achieve consistently outstanding provision

**Duties and Responsibilities**

1. To plan, implement, collect and monitor student data, feedback and information, as required, in liaison with curriculum teams and business support areas
2. To implement a calendar of data/feedback collection and support the team to meet deadlines and targets for information collection
3. To provide analysis and reports as required to monitor non-starts, withdrawals, progression and destination of students working closely with cross college curriculum teams, management information and other business support areas including sub-contractors
4. To implement systems, processes and procedures to ensure data/feedback collection is robust, accurate, timely and consistent
5. To ensure data collection maximises the efficient use of resources to meet required expectations for data collection
6. To support the relevant aspects of the Planning and Performance calendar, including cross college meetings, peer reviews, student focus groups and the collection of data for both class and work/employer based provision
7. To lead on the administration of the student council and parliament process
8. To refer re-engagement opportunities to the appropriate business development area and track the conversion rate into new learning
9. To provide management reports in line with the college’s quality calendar on student, employer and stakeholder voice including analysis against national benchmarks as required to assist in the support and mentoring of an apprentice to the team in data collection and analysis
10. To utilise the college management information systems to collect, store and accurately report data
11. To undertake relevant training and participate in support activities to deliver services for students at different points in the academic year, e.g. student services, reception duties and enrolment
12. To liaise with cross college functions including: Directorates and Centres of Learning Administration teams, Student Services, Human Resources, MIS, Student Records, Finance and IAG to support strategies cross college
13. To work effectively together with classroom based, work-based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students
14. To produce letters, reports and other correspondence using a range of office technology packages, to a high standard of accuracy and presentation
15. To maintain all associated documentation, files and records

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the college and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the college’s own safeguarding policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the college’s equal opportunities policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

**NB: Curriculum teams refers to all areas of delivery including classroom and work based**

Person Specification

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| **Post:** | Student Progression Administrator | **Department:** | Excellence and Improvement |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** | | |
| Minimum Level 2 qualification preferably in business related studies | E | A |
| Level 2 qualification in English and maths | E | A |
| ICT Qualification | D | A |
| **Experience:** | | |
| Current relevant work experience | E | A |
| Maintaining accurate and current manual and electronic data bases | E | A |
| Collating and presenting accurate and current data | E | I |
| Customer service experience | E | A |
| Working in a team and communicating effectively | E | A |
| **Skills/Knowledge:** | | |
| Knowledge of office technology packages including word processing applications, databases and spreadsheets | E | A/I |
| Excellent interpersonal and communication skills | E | I |
| Excellent organisational and administrative skills | E | I/T |
| Ability to work under pressure and to tight deadlines | E | I/T |
| Ability to recognise trends/themes within feedback | E | I/T |
| **Qualities:** | | |
| Organised and able to use own initiative | E | I |
| Flexible and cooperative | E | I |
| **Other Requirements:** | | |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | E | I |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | E | I |

**Do we need to put something in about an awareness of Data Protection in relation to the new rules??**

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | Claire Milburn | **Date Produced:** | 2nd November 2017 |