**Data Assistant (Bank)**

Team: Information and Funding

Responsible to: Student Records Team Supervisor

##### Role Summary

* To provide assistance to the Information and Funding Team during main enrolment with a strong customer focus. Duties will include, but will not be limited to, enrolment form checking, front of house duties, dealing with telephone enquiries, processing achievement data and filing.

##### Key Responsibilities

* Checking enrolment forms to ensure that data has been completed correctly before enrolment.
* Having a basic understanding of the College's fee charging policy together with the Learning and Skills Council regulations on fees and funding.
* Researching and solving problems.
* Dealing with telephone queries and the registration of students onto courses.
* Assisting with the maintenance of student files in the Data Office.
* Assisting with checks of register accuracy and other exercises undertaken to ensure the quality of information produced from the MIS.
* Entering data related to student achievements.

**Role Context**

All staff at Chichester College are expected to:

* Work within the context of the Corporation’s core values, code of conduct, quality requirements and continuous improvement ethos.
* Undertake their duties in accordance with College policy and procedures, particularly with respect to Human Resources policies and procedures, equality, diversity and inclusion policies and procedures and the Corporation’s Health and Safety at Work policies and procedures.
* Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
* Abide by the Corporation’s policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Principal.

Other supporting information can be found on the College website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

**Chichester College**:

Chichester Campus, Westgate Fields, Chichester, West Sussex, PO19 1SB

Brinsbury Campus, North Heath, Pulborough, West Sussex, RH20 1DL

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| **Criteria** | **Essential/**  **Desirable** | **How Assessed** |
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| **Qualifications** | | |
| 5 GCSEs at grades A\*-C (or equivalent) | Essential | Application Form / Certificates |
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| **Experience** | | |
| Of working with MIS systems | Desirable | Application Form / Interview |
| Of working with the public | Desirable |
| Of working with students | Desirable |
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| **Knowledge** | | |
| Of Microsoft Office | Essential | Application Form / Interview |
| Of FE funding systems | Desirable |
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| **Skills and Abilities** | | |
| IT literacy | Essential | Application Form / Interview |
| Numerate and literate | Essential |
| Ability to communicate effectively with a diverse range of people at all ages and levels | Essential |
| Organisational skills | Essential |
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| **Attributes** | | |
| Flexible approach | Essential | Interview |
| Enjoys team work | Essential |

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| **Other Requirements** | | |
| Satisfactorily meeting the College’s employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK | Essential | Checks and Clearances |

Any appointment is subject to the Corporation’s terms and conditions of service.

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| **Working hours per week:** | This is a ‘bank’ position meaning that we may offer you assignments which are available (although we are not required to do so) and if you wish, you may accept the work we offer (but similarly, you are not obliged to do so). There are no guaranteed minimum hours of work. Assignments will be agreed in advance with the Line Manager. | | |
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| **Salary range:** | An hourly rate is payable for each agreed hour. The hourly rate includes a basic hourly rate and pro rata holiday entitlement. | | |
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| Basic: | £8.45 |  |
| Holiday: | £1.10 |  |
| Total: | £9.55 |  |
|  |  | | |
| **Holiday entitlement:**  **Pension scheme:**  **Location:** | Holiday is calculated on a pro rata basis and paid in advance as part of the hourly rate.  Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The College contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme (“LGPS”), based on certain qualifying criteria as determined by The Pension’s Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.  Chichester Campus | | |
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| **Termination:** | This contract will be automatically terminated if you have not undertaken any assignments in a twelve month period. Alternatively, the notice period to be given by you or by the Corporation is one week. | | |
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