Barton Peveril College

**Job Description**

**Title: Student Data Reporting Administrator**

**Line Manager:** Management Information Manager

**Key Role:** To assist in the provision of an efficient and accurate MIS service to the College.

## Grade: Support Staff Grade E

**Main Responsibilities:**

1. To manage the MIS/Registry email accounts
2. To respond to students, parents and staff queries via email, telephone, letter or in person, offering a high level of customer service
3. To assist with the production of learning agreements for funded students to meet audit requirements
4. To input timetable structure and details in order that timetables can be produced for students, staff and accommodation
5. To make amendments or update student records to ensure the data set comprehensively and accurately records College activity
6. To design and produce core and ad hoc reports from the College systems as requested using a variety of software tools including SQL Server Management Studio, MySQL, Microsoft Excel and SQL Reporting services.
7. To import ULN and UCI numbers from prospective students onto the database, identifying and introducing improvements in the processing of these identification numbers
8. To assist the Management Information Manager in maintaining and improving the integrity of data in college systems using FIS, DSAT audit tool.
9. To assist the Management Information Manager in the preparation of ILR returns
10. To assist with the collation of information for internal and external auditors.
11. Any other duties required by management and deemed appropriate to the general responsibilities of the post

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| PERSON SPECIFICATION | **Essential** | **Desirable** | **Method of assessment**  **A - Application**  **I - Interview** |
| **QUALIFICATIONS / TRAINING** |  |  |  |
| * Educated to Level 3 (A Level or equivalent) | ✓ |  | A |
| * IT qualification |  | ✓ | A |
| **EXPERIENCE** |  |  |  |
| * Experience in working with relational databases | ✓ |  | A&I |
| * Managing or delivering change |  | ✓ | A & I |
| * Proven record of problem solving |  | ✓ | A & I |
| * Development of interim or strategic solutions |  | ✓ | A & I |
| * Worked in a college or other educational environment |  | ✓ | A |
| **KNOWLEDGE SKILLS & ABILITIES** |  |  |  |
| * Demonstrating a commitment to safeguarding and promoting the welfare of children and vulnerable adults | ✓ |  | I |
| * Solid working knowledge of Microsoft Office products | ✓ |  | A&I |
| * Knowledge and experience of ProSolution MIS software |  | ✓ | A&I |
| * Technical and business awareness |  | ✓ | I |
| * Ability to identify and develop proposals for improvement of working and reporting | ✓ |  | I |
| * Commitment to completing tasks to a high standard | ✓ |  | I |
| **PERSONAL QUALITIES** |  |  |  |
| * Very good attention to detail | ✓ |  | A&I |
| * Strong interpersonal skills and ability to use in all situations – both group and individual | ✓ |  | I |
| * Strong team player | ✓ |  | I |
| * Flexibility and openness to change | ✓ |  | I |

# **Background Information**

The College hours are currently 8.30 a.m. to 4.30 p.m. Monday to Thursday and 8.30 a.m. to 4.00 p.m. on Fridays; this includes an unpaid lunch break of 30 minutes per day. Depending on workloads some flexibility in these hours will be needed at various times of year. The annual leave entitlement is 24 days per annum in addition to eight Bank and Public Holidays.

# **The Working Environment**

The student record system is at the centre of College operations and holds information relating to past, present and prospective students, their courses and classes. The main software suite is produced by Advanced Computer Software under the brand name ‘ProSolution’ and is based on a Microsoft SQL Server database system with the information distributed via a PC network. As well as the SQL database tools, reports are developed using MS Reporting Services. Students and staff access their own information via the College intranet and e-mail the Team when amendments are needed.

Working within the existing team of six staff based in an open plan office you will find the environment busy but friendly! In addition to processing student records and examinations, the Department provides a vast range of information for College staff and external agencies. You may be asked to support any of these systems or activities at a technical or administrative level as the need arises.

An important aspect of your role will be the construction of course, class and timetable models and the provision of information on request to the teaching and support staff.