

## Westminster Kingsway College Job Description and Person Specification

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<b>Post:</b>	ProMonitor & CelCat Administrator
<b>Contract:</b>	Permanent
<b>Hours:</b>	35 hours
<b>Reporting to:</b>	Course manager for Tutorial & Learner Services
<b>Grade:</b>	Spine Point 29
<b>Salary:</b>	£30,603

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### Key Purpose:

Responsible for the development, maintenance and embedding of ProMonitor, ProPortal and CelCat systems within the college and for providing up-to date and accurate reporting on the systems

### Main Duties and Responsibilities:

- A willingness to familiarise yourself with the ProMonitor, ProPortal and CelCat administration software and use this in order to facilitate improvements in the functionality of all three.
- Liaison with both Advanced and the Management Information Team. Being able to confidently communicate with and provide accurate technical descriptions to the Advanced and Management Information Team is essential.
- To be able to run and develop the reporting facilities within ProMonitor, ProPortal and CelCat.
- To manage, maintain and develop the Mark book facilities in ProMonitor and be willing to understand the varying qualification structure that operate within courses.
- To manage, maintain and develop the mass texting facilities in ProMonitor.
- To manage, maintain and develop the ILP pages and ensure that user views meet the complex, changing and differing needs of their staff and students.
- To foster positive relationships in order to improve the system's functionality and accessibility.
- To be aware of college priorities that will impact on the use ProMonitor such as OFSTED requirements.
- To make expedient changes to CelCat as required.
- To work with various teams to ensure the smooth timetabling of exams.

### **Expectations of the Post Holder:**

- demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- abide by the College's data protection policy;
- actively participate in the appraisal scheme;
- participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- work within the College values.

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

**Person Specification:**

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Development</b>	GCSE English and Maths or equivalent A-C and Level 3 Qualification in a relevant field.	X	
<b>Knowledge / Experience</b>	A working knowledge of ProMonitor, ProPortal and CelCat and their admin utilities.	X	
	An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work.	X	
	Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment.	X	
	A good understanding of the qualification structures offered by a large FE College.	X	
	Experience of working in the MIS department of an educational provider or relevant equivalent experience.		
	A working knowledge of SQL Server Management Studio.		X
	To be able to run and develop the reporting facilities within ProMonitor, ProPortal, and CelCat.		X
<b>Skills / Abilities</b>	Ability to work independently.	X	
	Excellent interpersonal skills and the ability to communicate and foster positive relationships in order to improve the system's functionality and accessibility.	X	
	Ability to work flexibly to meet changing needs.	X	
	To be able to prioritise tasks to effectively meet deadlines and curriculum need.	X	

	To be able to design supporting materials to ensure that staff are correctly trained in using the system.	X	
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