

JOB DESCRIPTION

Job title:	Temporary Data Entry Administrator
Reports to:	Admissions Team Leader
Salary:	£10.42 per hour
Hours of work:	Casual

Main Responsibilities:

- Enter enrolment data accurately and quickly onto the college database.
- Assist the Admissions team during enrolment.
- Assist the Admissions team with the filing of application forms.

General Responsibilities:

- Contribute to the college's operational aims and objectives as outlined in the Strategic Plan
- Actively promote compassionate education
- Support the aims and ethos of the college as articulated in the Mission Statement, 'Leyton Community Member' and other relevant documents
- Contribute to the college's commitment to inclusion and equality and, specifically, its ambition to be an anti-racist organisation
- Adhere to and promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff
- Maintain an up to date understanding of Safeguarding Children and undertake training as required
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Comply with health and safety regulations associated with the post and employment at the College.
- Undertake any staff development and training relevant to the needs of the post.

- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

Other Information

Contract/Hours: This post does not have fixed working hours and the work pattern might include some evening duties. You should be available to work on all weekdays, Monday to Friday, with effect from Thursday 24th August 2023 until approximately the first week of September 2023. You will also need to attend four training sessions with effect from Tuesday 15th to Friday 18th August 2023 (10.00 a.m. – 1.00 p.m.).

Person Specification – Temporary Data Entry Administrator

*Application form (A), Task (T) or Interview (I)

Criteria for Selection	Essential/ Desirable	Method of assessment *
Qualifications and Training		
<ul style="list-style-type: none"> GCSE English and Maths grade A-C or equivalent or able to demonstrate this level of literacy and numeracy 	D	A
Experience		
<ul style="list-style-type: none"> Experience of administrative duties 	D	A
<ul style="list-style-type: none"> Experience of working within the education sector 	D	A
Skills and abilities		
<ul style="list-style-type: none"> Excellent communication skills both oral and written 	E	A/I/T
<ul style="list-style-type: none"> Excellent attention to detail and high levels of accuracy 	E	A/I/T
<ul style="list-style-type: none"> Effective IT skills 	D	A/I
<ul style="list-style-type: none"> Ability to use own initiative 	D	A/I
<ul style="list-style-type: none"> Ability to maintain confidentiality and handle sensitive data appropriately 	E	T/I
<ul style="list-style-type: none"> Ability to organise and prioritise own workload 	E	A/I
<ul style="list-style-type: none"> Ability to work in a supportive and patient manner with students 	E	A/I
<ul style="list-style-type: none"> Ability to develop good working relationships with students and colleagues 	E	A/I
<ul style="list-style-type: none"> Ability to demonstrate a flexible approach to work and changing priorities 	E	A/I
Values and Personal qualities		
<ul style="list-style-type: none"> Commitment to, and advocate for, the vision, mission and strategic priorities of LSC 	E	A/I
<ul style="list-style-type: none"> Commitment to and compliance with LSC's safeguarding and health and safety principles 	E	A/I
<ul style="list-style-type: none"> Commitment to respect and value equality and diversity, and an understanding of how this applies to own area of work 	E	A/I
<ul style="list-style-type: none"> Commitment to own continuing personal and professional development 	E	A/I