Job Description and Person Specification

West Thames College London

Senior MIS Administrator

Salary: £29,417 - £31,215 pa inclusive

Hours: 36 hours per week

Leave: 25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure

Reports to: Head of MIS

Works closely with: College staff including teaching and support staff and external sub-contractors

Location: This post will initially be based at the main campus, Isleworth

The purpose of the post is to assist with the work of the MIS team and to have particular responsibilities for ensuring the accuracy of the student Individualised Learner Record records through data entry.

Specific MIS Co-ordinator duties:

1. Deputise for the Head of MIS in tasks relating to Individualised Learner Returns (ILR): cleanse data prior to running the ILR, process the file through FIS, submit and review data using the Provider Data Self-Assessment Tool software, and submit the ILR on Submit Learner Data.

2. To lead on training of the ProSuite software for all users.

3. Support the Head of MIS in rolling over and maintaining the course file ensuring all queries are satisfactorily resolved, to include setting up groups and changing data as required.

4. Work with the Head of MIS to be proactive in implementing and improving data entry and funding processes and developing audit reports to check data quality.

5. Be responsible for managing the links with the Employer Data Service database and supporting enrolment of apprentices.

General MIS duties:

1. Make a full a positive contribution to the MIS team.

2. Assist the Head of MIS in ensuring that the student record database (ProSolution) is accurate and up to date.

3. Be responsible for processing amendments to student data including withdrawals and transfers, liaising with teaching staff and curriculum administrators to ensure the accuracy of student data. Ensuring that all data is recorded in accordance with Individualised Learner Record guidance.

4. Assist the Head of MIS in the implementation of changes to the funding methodology.

5. Be responsible for resolving queries over student residency status and eligibility.

6. At peak times assist with processing amendments to timetables and registers liaising with teaching staff and curriculum administrators to ensure the accuracy of student data. Ensuring that all data is recorded in accordance with ILR guidance.

7. Provide advice and support to teaching and support staff on accessing student data using the student record database.

8. Ensure data protection principles are adhered to when responding to student/staff enquiries.

9. Work with the Head of MIS and the Head of Admissions to train and support temporary enrolment staff during enrolment periods.

10. Answer general enquiries from students, staff and the public while upholding the principles of the General Data Protection Regulation (GDPR).

11. Work collaboratively across all areas of MIS to ensure that all duties are completed as required. This may involve undertaking additional duties at enrolment including occasional evening work.

12. Undertake any training necessary to meet the demands of the post.

13. Promote a positive image of the college in all contacts with students, employers and professional bodies.

14. Carry out any other reasonably comparable duties that may be required from time to time.

15. Adhere and comply with the college financial regulations.

16. Undertake additional duties at enrolment times as required, including occasional evening work

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Have recent relevant experience of working within an administration environment providing a high standard of administrative work.

2. Have experience of working with a shared computer database, ideally within an educational environment.

3. Be competent in the use of a word-processing package and spreadsheet package (the College uses WORD and EXCEL).

4. Proven ability to be accurate and pay attention to detail.

5. Have good organisational skills and be able to demonstrate a systematic approach to tasks which are subject to deadlines.

6. Have good written & oral communication skills with the ability to be proactive in liaison with college staff

7. Have a good standard of numeracy.

8. Have good interpersonal skills and enjoy working as part of a team.

9. Be able to undertake occasional evening work.

10. Possess relevant qualifications/experience.

11. Possess a Literacy and Numeracy qualification at Level 2.

12. Be willing to undertake training and development as required within the role.

13. Possess appropriate IT skills relevant to the post, or be willing to undertake training.

14. Have an awareness of safeguarding and prevent.

15. Have an awareness and understanding of equal opportunities.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff. The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed. We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

Reference No: **5MIS005**
Closing date: **27 October 2024**
Interview date: **W/C 4 November 2024**

Conditions of Service

Contract: Permanent
Full Time

Salary: £29,417 - £31,215 pa inclusive
Please note the salary range for this post is points 29-31 on the Support Staff scales.
Progression up the incremental pay scale is automatic and awarded on 1 April annually.
New entrants are placed on point 31

Pension: Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.

Annual Leave: 25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure.

Hours: 36 hours per week

Probation: Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.

Disclosure   The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.