



JOB DESCRIPTION

Post:	Data Administrator
Responsible to:	Head of MIS & Data Services
Salary:	£20,112 per annum Scale 3, Point 20 Full Time
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	<p>To administer the data entry processes associated with the College's apprenticeship programmes.</p> <p>Respond to changes in funding and delivery mechanisms in order that the College can meet its statutory obligations on funding and audit regarding apprenticeships.</p>
Specific Duties:	<p>All aspects of apprenticeship administration as required by the Head or Deputy Head of MIS & Data Services.</p> <p>This will include but is not limited to: pre-population of learner / employer paperwork as required; compliancy checking, processing and data entry of completed learner / employer paperwork for funding returns and data audit requirements; learner PLR checks; carrying out checks on funding requirements such as Employer Liability Insurance, Organisation Health & Safety Checks, Apprenticeship Agreements & Employer Digital Apprenticeship Service records; carrying out checks that learner attendance, progress reviews and 20% off the job hours are being recorded; recording of qualification, EPA and Apprenticeship Standard achievements to complete data returns.</p> <p>Ensure that all data entry and administration tasks associated with the College's apprenticeship programme are dealt with accurately and promptly.</p>

Data Administrator – May 22



Liaise with delivery teams, the College Business & Professional team and other departments to facilitate the efficient and effective delivery of the College's apprenticeship programme.

To undertake such responsibilities as may from time to time be ascribed to the post, responding flexibly to the varied requirements of the department.

Attention to detail and accuracy are essential as the department is subject to rigorous audit requirements.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.



The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

MIS Apprenticeship Assistant

Ideally, the person appointed will have the following skills and experience:

- Administrative experience
- Experience of working in a very busy office environment
- Experience of working under pressure whilst maintaining high levels of accuracy
- Be able to work to tight deadlines
- Expertise in data entry and reporting
- High standards of accuracy and attention to detail
- Understanding and experience of audit
- Working experience of databases and Microsoft software packages
- A willingness and flexibility to learn and then operate new procedures effectively
- Confidentiality
- Good team member with ability to relate well to both colleagues and learners
- Ability to work on own initiative and to strict deadlines
- Effective communication with all levels of staff
- Be fully IT literate
- Have effective problem-solving skills

Also, desirable but not essential:

- Knowledge of Apprenticeship funding regulations and requirements

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

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