



JOB DESCRIPTION

Post:	MIS Administrator
Responsible to:	Head of M.I. & Data Services
Salary:	£20,873 per annum Scale 3 Point 20
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	To carry out administrative and data entry work within the Management Information Services Office.
Specific Duties:	<p>To accurately input data into the College's data systems.</p> <p>To report and reconcile data and information generated by the systems.</p> <p>To maintain office records and files to audit standards.</p> <p>To assist with student and staff queries across all campuses.</p> <p>To use Microsoft Office applications such as Word and Excel to generate information.</p> <p>Attention to detail and accuracy are essential as the department is subject to rigorous audit.</p>



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 Administrator

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

- Administrative experience
- Data entry 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
- Working knowledge of databases, word-processing and email
- Good knowledge and experience of working with Excel spreadsheets
- High standards of accuracy and attention to detail
- Understanding of audit requirements
- Confidentiality
- A willingness and flexibility to learn and then operate new procedures effectively
- Good team member with ability to relate well to both colleagues and learners
- Effective communication with all levels of staff

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.