**JOB DESCRIPTION**

Kendal College is committed to safeguarding and promoting the welfare of children, young adults and vulnerable adults and expects all staff to share in this commitment

**Job Profile**

Job Title: CIS Data Admin Apprentice

Responsible to: **CIS Team Leader**

Liaison with: Admin Team/Curriculum Staff

Contract: Support Staff

**Summary of Responsibilities**

To provide administrative support for the CIS function, supporting the data processes and administration relating largely to student enrolment, registers and attendance.

Candidates must be innovative, enthusiastic and meet the appropriate person specification.

Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults.

# Principal Duties

# 1 To be part of a team of staff providing data management services to all customers (internal and external) including enrolment, data input, timetabling, & registers

# 2 Processing and updating personal and qualification data onto the College’s student records management system and other associated software applications, with a high and consistent level of accuracy

# 3 Ensuring that data captured is audit compliant, with feedback detailing any issues to relevant parties.

# 4 To work flexibly to assist with a range of administration tasks across the CIS function as required, including general office duties i.e. photocopying, filing, scanning etc.

# 5 To assist in the timetabling of courses and rooms across the College campuses

# 6 To make telephone calls, deal with routine enquiries, supply accurate information and take messages with a consistently high level of customer service

# 7 To develop an understanding of the various funding streams and methodologies that exist in the further education (FE) sector

# 8 To assist in data preparation prior to the submission of funding returns, including error correction (with the use of DSAT and FIS software)

9 Play a role in the preparation and planning of induction and enrolment events.

10 Proactively monitor and administer change requests through the College change request system incl. student data amends and withdrawals.

11 Attend college on a regular basis (likely to be a day release model) to complete and achieve your apprentice programme

12 Attend and contribute on staff development events

13 To develop effective use of the College’s communication systems including email and telephone, always ensuring a high level of customer care.

14 Carry out any other duties that are commensurate with the post.

**GENERAL DUTIES**

* Work flexibly to meet College requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods.
* Comply with all College policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with an agreed dress code appropriate to the job role and the tasks to be completed.
* Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.

This job description is current at date shown and may be amended from time to time after consultation

Date:

Signed – Job Holder: ………………………………………………………………

Signed – Line Manager: ………………………………………………………………

**PERSONAL SPECIFICATION**

**POST: CIS Data Admin Apprentice**

**As a college employee you will be expected to embrace College values and implement College policies and procedures by: -**

* Seeing learners as our priority
* Embracing equal opportunities and respecting diversity
* Working co-operatively with colleagues
* Respecting and valuing the work of all our stakeholders
* Striving for continuous improvement
* Adhering to College policies and procedures
* Promoting the welfare of children, young people, and vulnerable adults

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications** | * A good standard of education achievement
* Experience in spreadsheets, word processing and database systems.
 | * A nationally recognised IT qualification
 |
| **Experience** | * Experience in spreadsheets, word processing and database systems.
 | * Experience of customer service and working with the public
* Administrative experience within a varied and diverse range of settings
* Experience in an educational setting
 |
| **Knowledge and Skills** | * Attention to detail.
* Working Knowledge of Microsoft Office and Office 365
* Ability to communicate effectively both internally and externally.
* Good standard of numeracy and literacy
 | * Student records data processes.
* Awareness of the requirements of the Data Protection Act and GDPR.
 |

**Essential requirements are those without application will not normally be considered for appointment application will not normally be considered.**