MIS Enrolment Assistant
Job Description

Area	**:**	**Management Information Systems**
Salary	**:**	**£10.42 per hour**
Hours of Work *(Full-time/Part-time)*	**:**	**37 hours per week**
Line Manager	**:**	**MIS Manager**
Responsibility for	**:**	To take responsibility for the accurate input and maintenance of student and enrolment details onto the students records system, including outcomes and achievements.
	:	To assist with the day to day running of the enrolment activity.

Main Purpose of Job:

To provide an excellent service in order to ensure that the provision and services it provides:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Examinations Team.

Key Duties and Responsibilities:

(1) To take responsibility for the accurate input and maintenance of student and enrolment details onto the student records system.

(2) To liaise with students and curriculum staff during the enrolment period to support awareness of College processes and to promote accuracy.

(3) To support other functions within the team as required, this may include assisting with; setting up rooms, meeting students, taking photos, form checks among other tasks.

(4) To perform clerical duties including filing, photocopying, production of letters, reports and student ID cards.

Generic Duties and Responsibilities:

(1)   Promote a culture of innovation, excellence and equality.

(2)   Reflect the vision, mission and values of the College.

(3)   Contribute to the development of and ensure compliance with all College policies, procedures and agreements.

(4)   To actively contribute to the risk management of the College.

(5)   To positively promote and implement the College's strategies on equality, diversity, safeguarding.

(6)   Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.

(7)   Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.

(8)   Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

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Person Specification

	Assessment Method				
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation	Application Form	Interview	Assessment	Qualification	References
Education and Qualifications					
<u>Essential</u>					
• GCSE Grade C (*4/5*) or above in English and Maths (*or equivalent*)	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Excellent organisational skills, ability to prioritise and work effectively under pressure	✓	✓			✓
• Excellent time management with the ability to work flexible hours as required	✓	✓			
• Excellent interpersonal skills with the ability to develop positive working relationships at all levels skills	✓	✓			
• Accuracy and attention to detail	✓	✓	✓		
• Excellent digital literacy skills including computerised record systems and Microsoft Office products	✓	✓	✓	✓	
<u>Desirable</u>					
• Experience of working and communicating effectively with young people	✓	✓			✓
• Previous office/administrative experience	✓	✓	✓		
• Customer service experience	✓	✓			
• Experience of working in an educational establishment	✓	✓			
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community	✓	✓			
• Commitment to on-going professional development for self and others	✓	✓			✓
Other Requirements for Employment					
<u>Essential</u>					
• Enhanced DBS check					

CCSW Job Description – MIS Enrolment Assistant