# MIS Data Administrator
**Job Description**

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|---|---|---|
| **Area** | : | **Management Information Systems** |
| **Salary** | : | **£21,411 - £22,556 (per annum)** |
| **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 student records system, including outcomes and achievements. |

**Main Purpose of Job:**

To assist in the provision of a quality support service for learners, visitors, customers and staff.

The post-holder will be a member of the Management Information Systems Department.

To provide an excellent MIS assistant service in order to ensure that the provision:

- 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 provides 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.

**Key Duties and Responsibilities:**

(1)  To support the effective production of regular ILR submissions and prepare data sources to deadline.

(2)  To take responsibility for the accurate input and maintenance of student and enrolment details onto the student records system, including outcomes and achievements.

(3)  To assist in data quality checks to improve data quality and optimise funding using internal and external software.

(4)  To liaise with curriculum areas to support awareness of College processes, to promote accuracy, and to evidence learner attendance and eligibility.

(5)  To support other functions within the team as required, this may include assisting with; invigilating; rooming enquiries and course set up and checks.

(6) To perform clerical duties including filing, photocopying, production of letters and reports.

(7) To support the organisation and maintenance of College administrative systems.

(8) To maintain paper based and computer systems including data entry and analysis.

(9) To work as a team member providing College Assistant cover when necessary.

(10) To carry out all duties in accordance with College policies, procedures, and regulations with a full regard to Health and Safety and Equal Opportunities legislation.

(11) To undertake training as required for the performance of the role to the necessary standard and take responsibility for self-development in line with College strategic aims.

(12) To provide cover for others with similar posts as required.

(13) To assist in a programme of training and support with College staff to improve accuracy and raise standards.

(14) To assist in the validation of College data to ensure it is fit for purpose and contributes to accurate performance measures.

(15) To carry out any other duties which may arise which are commensurate with the post an conditions of service.

(16) Other reasonable duties within the job holder's capabilities.


**Generic Duties and Responsibilities:**

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

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

(3) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.

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

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

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

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

(8) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work. Evening or weekend working may be a requirement of the role; suitable notice will be provided of such a requirement.

(9) 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.*

# MIS Data Administrator
**Person Specification**

Cheshire College
South & West

| | Assessment Method | | | | | |
|---|---|---|---|---|---|---|
| *Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | *Test | Interview | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** | | | | | | |
| <u>Essential</u> | | | | | | |
| • GCSE Grade C *(4/5)* in English and Maths *(or equivalent, or willingness to work towards an appropriate standard)* | ✓ | | | | ✓ | |
| • Good general level of education | ✓ | | | | ✓ | |
| • IT qualification *(or willingness to work to achieve an appropriate standard)* | ✓ | | | | ✓ | |
| <u>Desirable</u> | | | | | | |
| • Vocational Qualification in a relevant area or a willingness to work towards achieving one | ✓ | | | | ✓ | |
| **Skills and Experience** | | | | | | |
| <u>Essential</u> | | | | | | |
| • Experience of using appropriate IT packages e.g., Word, Excel and PowerPoint | ✓ | ✓ | ✓ | | | |
| • Understanding of the implications of data accuracy and the ability to resolve issues | ✓ | ✓ | ✓ | | | |
| <u>Desirable</u> | | | | | | |
| • Experience of working in a relevant area | ✓ | | ✓ | | | |
| • Experience of data input using large database applications, e.g., Prosolution | ✓ | | ✓ | | | |
| **Personal Attributes** | | | | | | |
| <u>Essential</u> | | | | | | |
| • Excellent interpersonal skills with ability to develop positive working relationships at all levels *(internally and externally to College)* and to translate ideas into actions | ✓ | | ✓ | | | |
| • Emotional intelligence, self-awareness and confidence | | ✓ | ✓ | | | |
| • Ability to communicate clearly and concisely both in verbal and written form and to be able to present information accurately | ✓ | | | | | |
| • Ability to carry out all work with attention to detail | ✓ | | | | | |
| • To demonstrate an excellent approach to customer service including dealing promptly with internal and external customers and enquiries in an efficient, courteous and welcoming manner | ✓ | | | | | |
| • Deal responsibly with confidential issues | ✓ | | | | | |

| | Application Form | *Test | Interview | Psychometric Testing | Qualification Certificates | References |
|---|:---:|:---:|:---:|:---:|:---:|:---:|
| *Test = Skills Test/Knowledge Test/Micro Teach/Presentation | | | | | | |
| **Personal Attributes** *(continued)* | | | | | | |
| <u>Essential</u> | | | | | | |
| • To demonstrate an organised well-planned approach to work | ✓ | | | | | |
| • The ability to use judgement or seek advice as necessary on the urgency and prioritisation of tasks | ✓ | | | | | |
| • Ability to meet tight deadlines and work under pressure | ✓ | | | | | |
| • Ability to work on own initiative as well as part of a team as required | ✓ | | | | | |
| • Be able and willing to work flexibly as required | ✓ | | | | | |
| • A commitment to equal opportunities | ✓ | | | | | |
| • Commitment to continuous professional development | ✓ | | | | | |
| • Commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults | ✓ | | | | | |
| **Other requirements for employment** | | | | | | |
| <u>Essential</u> | | | | | | |
| • Enhanced DBS check | | | | | | |

**Update: March 2024**