

## **Administrator: Learner Records**

**Full-time (37 hours)**

**Finance**

**Ref: VBSS22.01**

### **1. The Appointment**

We are seeking a dynamic Administrator to work within our Learner Records team. You will be required to demonstrate a high level of initiative and autonomy with the primary focus of the role being to provide a professional and customer-focused service to other college departments.

The main body of your responsibility will be in processing enrolments, withdrawals and transfers as well as changes of status or detail for learners. In addition, you may occasionally be required to manage course and programme information. The role includes the responsibility for extracting and analysing data held in the college's learner records system which may be used to support management decisions.

It is imperative that you possess good interpersonal and communication skills and be confident in dealing with people at all levels. You will demonstrate the ability to work to tight deadlines with high levels of accuracy, as well as having the ability to analyse source data, in order to identify potential errors, prior to entry to the system.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

### **2. The Post**

#### **2.1 Main Duties and Responsibilities**

- a) To enter data into and extract data from, the College Information Systems accurately and efficiently.
- b) To liaise with staff and learners regarding learner records.
- c) To maintain all necessary documentation, files and records.
- d) To participate in and respond to, regular audits of logical and physical records in order to ensure the accuracy and quality of learner records, including attendance, achievement and retention data.
- e) To participate in the validation of learner records to ensure accurate funding claims.
- f) To produce abstracts and reports for internal analysis as requested.
- g) To maintain the strictest confidentiality, security of information and discretion at all times.

## 2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Maths to at least level 2 (or willing to work towards)	✓	
English to at least level 2 (or willing to work towards)	✓	
IT Level 2 Qualification	✓	
<b>Experience</b>		
Data input and extraction from databases	✓	
Recent and relevant experience of working in a busy office environment	✓	
Experience of using College information systems		✓
<b>Skills /Knowledge</b>		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Excellent communication skills	✓	
Ability to build positive relationships	✓	
Self-managing/reflective		✓
Ability to plan and prioritise	✓	
Good time management	✓	
Interpersonal and Communication skills	✓	
<b>Qualities/Approach linked to college values</b>		
Ability to work as part of a team and independently	✓	
Ability to get on with and respect people of all ages	✓	
Flexible and adaptable approach to work	✓	
Well organised	✓	
Positive attitude	✓	
Good sense of humour and a sense of proportion	✓	
The ability to remain calm in challenging situations	✓	
Ability to work as part of a team and independently	✓	

#### **4. Position within the College**

The post-holder will be part of the Finance Department and will report directly to the Team Leader: Learner Records.

#### **5. Terms & Conditions**

- a) The post is offered on a Vision Business Support Services contract and is subject to those terms and conditions.
- b) The salary will be VBSS Support Band 3. £17,900 per annum.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- a) Other terms and conditions to be outlined in line with your contract of employment.
- b) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

#### **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5:00 p.m. on Wednesday 19<sup>th</sup> January 2022.**

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.**

**It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.**