

JOB DESCRIPTION

Post:	Lead Administrator
Responsible to:	CIT Adviser
Pay Band:	4

JOB PURPOSE

To work with staff at all levels and College Information Team (CIT) members to ensure all aspects of the learner journey are fit for purpose and to ensure the accuracy of learner data and audit compliance.

JOB DUTIES

- First point of contact for staff at all levels for defined curriculum area(s); covering but not exclusively operational processes e.g. data & funding and exams
- Manage mailboxes and incoming communications to ensure complete, timely and accurate data for reporting internally and externally to maximise funding and ensure data integrity.
- Attend curriculum KPI meetings, etc. where necessary and any other meetings with college teams as directed by CIT Advisers or CIT Managers.
- Set-up and manage meetings / activities to support Heads of Faculty and other curriculum staff with specific business tasks such as curriculum planning, timetable set-up, etc.
- Proactively manage all CIT audit processes for your defined area of work.
- Where appropriate, supervise the completion of tasks by CI Administrators to ensure issues / actions identified with curriculum are resolved accurately in an appropriate timeframe.
- Through excellent customer support, enable all CIT users to better understand and comply with complex funding requirements; giving training or developing guides as directed by CIT Advisers or CIT Managers.
- Use the wide range of software / tools to check the accuracy of data for your area of work (such as EBS, ProSeries).
- Maintain knowledge in relation to your area of work by keeping up-to-date with developments – attend webinars, forums etc.
- Work with CIT colleagues to develop good business practices.
- Any other duties as required and commensurate with the grading of this post.

Other duties applicable to all staff working at Abingdon and Witney

- Participate in the college appraisal and staff development programme;
- Keep abreast of all developments in your area;
- Adhere to the Health and Safety policies and procedures in relation to dealings with staff and students e.g. communications, equal opportunities and employment policy;
- Assist students according to need, when appropriate;
- Know the college policy for Equality and Diversity and take an active part in its implementation;
- As a term of your employment you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the College sites;
- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programs successfully;

- Comply with College procedures in relation to Safeguarding and the Prevent agenda.

As a term of your employment, you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The management reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

CRITERIA		
It is essential that the post holder has:		
1	Good working knowledge of EBS.	Application / Interview
2	Good understanding of funding methodologies, regulatory requirements and audit / compliance activities.	Application / Interview
3	Good understanding of curriculum functions in an FE setting.	Application / Interview
4	Proven proactive approach to problem solving.	Application / Interview
5	Excellent customer service and communication skills; especially the aptitude to simplify complex funding / statutory requirements.	Application / Interview
6	Good self-management and successful experience of autonomous working.	Application / Interview
7	Educated to at least level 3 with highly developed literacy, numeracy and IT skills.	Qualification check
8	Experience of working flexibly and under pressure to meet deadlines.	Application / Interview
9	Evidence of effective working within a team environment.	Application / Interview
10	A commitment to the values and beliefs of the College.	Application / Interview
11	A professional approach to the workplace environment.	Application / Interview
It is desirable that the post holder has:		
1	Working knowledge of ProSeries.	Application / Interview
2	Ability to travel between campuses.	Application / Interview

CONDITIONS OF SERVICE

Salary:	Pay band 4
Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
Hours:	As advertised
Holidays:	24 working days, rising to 29 days, plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.