

JOB DESCRIPTION

JOB INFORMATION			
JOB TITLE	Data Assistant	POSITION NUMBER	C06430
SERVICE AREA	Institutional Effectiveness	LOCATION/CAMPUS	Oxford
GRADE	5	GRADE RANGE	£20,383 - £22,180
HOURS	37	TYPE	Permanent
ACCOUNTABILITIES			
RESPONSIBLE TO	Deputy Data Manager	NO. OF EMPLOYEES	None
JOB PURPOSE			
<ul style="list-style-type: none"> To ensure accurate data is recorded and that this is done so efficiently and effectively whilst promoting a professional and courteous image at all times. You will liaise closely with all members of the College community to collect data and help others view it. You will be a data professional, understanding the data that you record and the consequences to the College of your actions. You will provide staff and learners with a first class service from the first point of contact, through on-programme and to exit. 			
QUALIFICATIONS AND EXPERIENCE	TECHNICAL KNOWLEDGE/SKILLS	BEHAVIOURAL SKILLS	
<ul style="list-style-type: none"> Educated to GCSE level or equivalent including Maths & English. Experience of working in a busy office Experience of using large databases. Excellent customer service manner and interpersonal skills. Knowledge of ESFA and OfS funding criteria and regulations is an advantage. 	<ul style="list-style-type: none"> Ability to prioritise and organise workload Good IT skills including word processing and spreadsheets. Accuracy and Attention to Detail. Ability to remain calm under pressure. 	<ul style="list-style-type: none"> Excellent customer service ethos – goes extra mile Strong team work ethos High level of attention to detail Seeks continuous improvement Makes best use of technology Strong communications skills – can disseminate info widely Highly organised, methodical, tenacious 	
MAIN DUTIES AND RESPONSIBILITIES			

- Implement and comply with quality control systems and directorate guidance to ensure the accuracy and integrity of paperwork supplied and data recorded.
- Foster excellent relations with curriculum areas by acting as a link between the data team and other staff in the College.
- Advise curriculum and administrative staff to ensure directorate guidelines are understood and complied with.
- Record data in the course master file to ensure information is correct at course level.
- Assist in the creation and modification of processes and procedures aimed to improve data checking and monitoring.
- Follow and comply with quality control systems and directorate guidance to ensure the accuracy and integrity of paperwork supplied and data recorded.
- Conduct self-data audits and assist in auditing the work of the rest of the team to ensure data integrity and accuracy.
- Identify inconsistencies and omissions in documentation and liaise with curriculum areas to rectify these and maintain accuracy.
- Ensure information is collected and processed within specified timeframes in order to allow reporting to internal and external stakeholders.
- Assist in preparing for internal and external audits.
- Process enrolments, transfers, withdrawals and census checks within specific timeframes as required.
- Record enrolment information that has initially been inputted by front of house staff in a timely and accurate manner, passing on information regarding training needs required to the Deputy Data Manager.
- Organise the filing of all paperwork efficiently and accurately so that records can be verified as necessary.
- Collect and record any paper registers to ensure the student records systems provide complete sets of data.
- Process register and attendance data identifying inconsistencies and liaising with curriculum units to solve problems and maintain accuracy.

GENERIC RESPONSIBILITIES

- To provide the service in accordance with the Corporation's Vision, Strategic Plan and Service Improvement Plans
- To work in the spirit of the employee / manager charter
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

Candidate Screening

Rehabilitation of offenders Act 1974 applies

Disclosure & Barring Service Standard Clearance

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Corporation need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

It is the Policy of Activate Learning to recognise and encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will, therefore aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation in both education and employment.

Health & Safety Statement

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

Safeguarding Statement

Activate Learning is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment.