



JOB DESCRIPTION

Job Title: Data Returns Administrator 0.5 FTE based in Bedford

Reports To: Data Returns Manager

Direct Reports: None

Overall Responsibilities

- To ensure the Student Registry Strand leads understand errors and funding rule exceptions highlighted in the Provider Data Sampling and Audit Tool (PDSAT) and Funding Rules Monitoring (FRM) reports and the actions needed in order to prevent them.

Main Duties:

1. To discuss ILR validation, PDSAT/FRM and other identified issues with Student Registry Leads and Administrators in order to reduce or eliminate errors.
2. To run and validate agency returns, upload to websites and download results of returns from agency websites.
3. To correct Individualised Learner Record (ILR) validation errors, PDSAT, FRM and other identified data issues.
4. To keep up to date with funding guidelines and develop expertise in funding and data returns.
5. To ensure that mandatory data returns are created and submitted in line with statutory requirements
6. To create/update unique learner numbers (ULN) and down load results from the Learning Records Service (LRS).
7. To check annually curriculum set up by Registry, correct issues after discussing the issue with Registry Leads in order to prevent their re-occurrence.
8. To prepare sampled student records ready for audits, ensuring appropriate checks have been undertaken and working with College staff to fulfil any missing evidence.

9. To undertake other associated duties allocated by the Director of Funding, Data Returns and Policy Advice or Data Returns Manager or Information Systems Manager.

Statutory duties:

- **Safeguarding**
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.
- **Equality and Diversity**
To be responsible for promoting equality and diversity in line with College procedures.
- **Health and Safety**
To be responsible for following health and safety requirements in line with College policy and procedures.
- **Training and development**
To participate proactively in training and development including qualification development required in the job role.
- **Other duties**
Any other duties as determined by your line Manager

October 2020

PERSON SPECIFICATION

Job Title: Data Returns Administrator

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Level 2 or equivalent qualification • English and mathematics or similar at GCSE grade A-C or equivalent • ECDL or ITQ level 2 or equivalent IT user qualification 	<ul style="list-style-type: none"> • Safeguarding training • Equality and diversity training • Level 3 or equivalent qualification • Level 3 IT qualification
Knowledge/ Experience	<ul style="list-style-type: none"> • Evidence of high performance in previous roles/jobs • Ability to investigate issues thoroughly and to obtain resolutions • Substantial evidence of high performance in previous roles/job • Excellent organisational skills through working experience • Proven ability to work calmly and effectively over periods of high workload and/or customer demand • Proven ability to meet deadlines • Ability to understand and work within laid down regulations • Knowledge of data protection legislation and experience of working with confidential documentation and information • Experience of working effectively with people from diverse backgrounds • Evidence of understanding how to promote equality and diversity within the job role 	<ul style="list-style-type: none"> • Experience of working effectively in a customer focussed environment • Knowledge of funding within the FE sector • Good awareness of educational funding methodology, returns and external funding assurance audits

Skills/Abilities	<ul style="list-style-type: none"> • Ability to work in line with our Values of Student Focus High Performance Respect, Openness, Honesty and explain how this relates to the job role • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times • Ability to communicate effectively and confidently face to face, on the telephone and in writing 	
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Special Requirements	<ul style="list-style-type: none"> • Willingness to continually update skills and knowledge • Willingness to take responsibility for own professional development • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults • Flexible approach to work and working times • Willingness to travel to and work at all locations where we provide a service • Awareness of health and safety requirements relevant to the job 	
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Date prepared: October 2020

