

**Information Services Assistant (Registers and Attendance)**

## Main Purpose of Job

Riverside College is growing and this role is to support the team in ensuring the college information is recorded accurately and efficiently.

**Information Services**

* To play a major role within the Attendance and Registers Team
* To maintain a class register and attendance recording system to ensure up to date and accurate recording of attendance data on the college learner records system
* To provide a service of support, advice and assistance to college staff as appropriate to enable them to supply accurate and up-to-date attendance data to the learner records systems
* To assist the Student Records Team Leader in providing written documentation to support the attendance recording and register process
* To invigilate exams as required
* To assist with the collection and entry of student data onto the college’s exam records system.
* To liaise with staff across the college in relation to support and advice on examination and information services issues
* To play a role in the college’s enrolment process
* To maintain the quality of learner of data
* To maintain paper files as required

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To undertake continuous professional development

**Additional Duties**

* To meet the individual needs of all customers
* To positively promote the college at events as required
* To promote and safeguard the welfare of young people and vulnerable adults at the college
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



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**Qualifications**

* Relevant qualification to minimum of Level 2 (GCSE or equivalent)
* High level of literacy skills
* High level of computer skills
* Evidence of continuing professional development

**Knowledge/Experience**

* Experience of working in a customer service environment
* Experience of processing data accurately and to timescales
* Experience of effective team working and promoting relationships between staff, students and the community
* Experience of working in a busy office environment

**Skills/Attributes**

* Excellent communication skills
* A high level of organisational skills and accuracy
* Flexible approach
* Customer focused
* Logical approach to problem solving
* Computer literate including use of spreadsheets and databases

**Additional Requirements**

* Ability to travel as required
* Willingness to work flexible hours

**Post Information**

* Reports to Head of Information Services & Funding
* This post is for 37 hours per week
* Salary £21,357 - £21,966
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.