

Newcastle College is one of Britain's largest and most successful further education institutions. We are committed to quality and currently provide a wide range of programmes to over 3,000 students.



Central Services

Administrator / Data Inputter 18.5 hours per week

Ref: 1229

Salary: £15,557 - £16,474 pro rata

Skelmersdale & Ormskirk College are undergoing dynamic change as a result we are seeking an enthusiastic and innovative Administrator / Data Inputter to join the existing team within the Central Services department. You will be responsible for taking an active role in maintaining the integrity of the information and database held within Central Services.

Skelmersdale & Ormskirk College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Application forms and further information about these and all current externally advertised vacancies are available on the College Website www.skelmersdale.ac.uk, by e-mailing hrenquiries@skelmersdale.ac.uk or contacting the Human Resources Department, Westbank Campus, Yewdale, Skelmersdale, WN8 6JA or on 01695 52466

Please quote the reference number of the post in which you are interested.

Strictly no Agencies or canvassing.

Closing Date: 5th December 2009

PROMOTING EQUAL OPPORTUNITIES



Job Description



Job Title: Administrator / Data Inputter
Reports To: Central Services Manager
Grade: SOC Scale 3
Pension: LGPS

KEY TASKS:

To input MIS data underlying the various funding methodologies and to maintain the accuracy of the EBS database to audit standards

SUMMARY OF RESPONSIBILITIES

The following are Job Specific responsibilities for this position.

1. To accurately input and update data related to various funding methodologies to audit standards.
2. To liaise with college managers, lecturers and business support staff regarding student enrolments, attendance, retention and achievement.
3. To maintain the integrity of the information and database held within Central Services.
4. To contribute to maintaining and filing manual records, where necessary, to maintain an audit trail as directed by the Central Services Manager.
5. To maintain confidentiality of data as required by Data Protection Act and Freedom of Information Act.
6. To operate the Skelmersdale/Ormskirk switchboard and direct callers as appropriate.
7. To respond to telephone enquiries courteously, promptly and efficiently.
8. To undertake general administration duties as directed by the Central Services Manager.

The following are Standard responsibilities for all positions within the College.

1. Participate in any College staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all College activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Skelmersdale & Ormskirk College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

TECHNICAL PERSON SPECIFICATION

Post Title: **School/Service:**

Grade: **Prepared by:**

Teaching Role Cat: **Role Involves SFL**

CATEGORY	REF	CRITERIA DESCRIPTION	METHOD OF ASSESSMENT
1. Skills & Abilities			
Essential	1.1	Ability to undertake accurate data entry	Application / test
Essential	1.2	Ability to work under pressure and to tight deadlines	Interview
Essential	1.3	Good organisation skills	Application / Interview
Essential	1.4	A concern for accuracy in terms of literacy and numeracy	Application / Test
Essential	1.5	Excellent telephone manner	Interview
Essential	1.6	Customer focus with the ability to communicate effectively with students, staff and visitors	Interview
Essential	1.7	Ability to prioritise own workload	Interview
2. Experience			
Essential	2.1	Experience of using EBS database or similar information system	Application/interview
Essential	2.2	Experience of working in a busy office as part of a team	Application/interview
Essential	2.3	Experience of general administration duties	Application
Desirable	2.4	Experience of using a switchboard and associated reception duties	Application
3. Knowledge			
Essential	3.1	A knowledge of the courses offered by the college	Application/interview
Essential	3.2	A knowledge of Microsoft computer software	Application/interview
Desirable	3.3	A knowledge of different LSC funding methodologies	Application/interview

4. Qualifications & Training			
Essential	4.1	A qualification at level 3 or working towards	Application
Desirable	4.2	Level 2 qualification in IT	Application
5. Attitude/Disposition			
Essential	5.1	An enthusiastic and motivated approach to work	Interview
Essential	5.2	Ability to work flexibly in line with the needs of the business	Application/interview
Essential	5.3	A willingness to contribute to all aspects of the work of Central Services	Interview
Essential	5.4	Reliable and conscientious approach to work	Interview / references
Essential	5.5	Able to work well as part of a team and help with the work load of others	Application / Interview
6. Other Requirements			
Essential	6.1	A full UK driving licence & access to a vehicle for business purposes or equivalent mobility	Application / Evidence
Essential	6.2	Good attendance record	References
Essential	6.3	Able to work from all college sites if required	Application
Essential	6.4	Able to obtain satisfactory CRB clearance	CRB application
Essential	6.5	Able to demonstrate eligibility to work in the UK	Appropriate Home Evidence (Valid Passport etc)