HEREFORDSHIRE. LUDLOW & NORTH SHROPSHIRE COLLEGE

Job Description

# Exams & MIS Administrator (Based at Oswestry & Walford)

**SALARY** Scale 4 (£21,588 to 23,864)

**HOURS** 37 hours x 52 Weeks

**RESPONSIBLE TO** Exams Co-ordinator North & Senior MIS Officer

North

**JOB PURPOSE**

To process all forms of data relating to the Exams Function, to ensure that the requirements of the awarding bodies are met and that learners have the opportunity to achieve their aims.

To assist the Senior MIS officer will all forms of data relating to MIS such as enrolment and timetabling.

## MAIN DUTIES AND RESPONSIBILITIES

A flexible approach to the job is required as the duties may be changed within the scope of the post.

1. **Exams duties**

* Registering learners with the relevant awarding bodies
* Booking tests for exams with the relevant awarding bodies
* Processing claims as and when they are received within the department
* Recording achievements on the student record systems as the certificates are received and posting certificates to the learners
* Providing cover if there was a sudden illness of an invigilator or other emergency
1. **MIS duties**

* Accurately recording & maintaining the timetables of all teaching events & checking the planned hours match the agreed CRM.
* Processing enrolments, transfers, completions, withdrawals & destinations including main enrolment at the start of each academic year.
1. **General**
* Liaison with Curriculum staff to ensure learner information is accurate
* Liaison with other College Support teams to ensure overall efficiency relating to wider aspects of learner information
* Prompt and efficient handling and servicing of all queries associated with learner records & Examinations
* Production of reports as required by management and other college personnel
* Ensuring that all documents are appropriately filed to ensure that evidence can be provided to Auditors, Awarding bodies or in case of queries.
* Participating in central MIS & Exams meetings, operational and developmental
* Provide a high standard of customer service at all times
1. **Other**
* To undertake any other reasonable duties as may be reasonably required.
1. **Staff Development**

* To attend and participate in formal and informal training and staff development programmes.
* To keep up to date with the introduction and operation of any technology and software developments within the College relevant to the post.
* To participate in the College’s staff appraisal scheme.

**6. Environment**

* Be prepared to undertake training in first aid with a view to becoming a College first-aider.
* To implement College policy relating to financial handling procedures.
* To adhere to all health and safety, safeguarding, Prevent and equality and diversity policies and procedures and manage staff within the department to do the same.
* Ensure appropriate confidentiality is maintained at all times

Whilst this position is based at Oswestry, there may be a requirement to travel to other College bases on occasions. Travel expenses will be paid in line with the college policy.

Full training will be provided in all the above aspects in addition to training in the use of the Learner Records Database as will training with regards to the relevant Awarding Body Systems and Processes.

**Personnel Specification**

**Exams & MIS Administrator**

**CRITERIA**

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|   | Essential  | Desirable   |
| Education and Qualifications   | * Minimum GCSE Grades C/4 or above (or equivalent) in English and Maths
 | * Administration qualification
* First aid qualified
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| Experience/Knowledge  | * Previous experience in an administrative role.
* Experience of using Office 365
 | * Previous experience in an administrative role within a college or school.
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| Skills | * Excellent communication skills.
* Excellent organisational and presentational skills.
* Excellent customer care skills.
* Excellent IT skills.
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| Competences  | * Ability to work effectively across a range of curriculum and non-curriculum teams.
* Ability to set up and maintain organisational systems.
* Working with people and building positive working relationships.
* Planning and organising.
* Adhering to principles and values.
* Capable of working under operational pressure.
* Maintaining confidentiality and discretion.
 | * Adapting and responding to change.
* Solution-focused.
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