

### JOB DESCRIPTION/PERSON SPECIFICATION

<b>Job Title:</b>	Information Services Coordinator
<b>Responsible to:</b>	Information Services Manager
<b>Responsible for:</b>	N/A

<b>1.</b>	<b>Job Purpose:</b>
1.1	To take the lead within the team in ensuring full and accurate student data, relating to all aspects of the colleges education provision, is recorded in a timely manner. To undertake all activities supporting student and programme centred administration including the validation and processing of data collected from a variety of sources
1.2	To assist in the development, maintenance and coordination of college timetables and registers across all cohorts and curriculum areas.

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	To take a lead role in ensuring that full and accurate enrolment data is processed in a timely fashion by: <ul style="list-style-type: none"> <li>▪ Controlling and issuing enrolment documentation</li> <li>▪ Tracking the return of enrolment documentation</li> <li>▪ Monitoring the inputting of enrolment documentation</li> </ul>
2.2	Deal with day to day activities within the I.S department, relating to enrolments, withdrawals, transfers, completions, timetables and registers
2.3	Communicate effectively with curriculum teams and other staff as appropriate to ensure all queries and discrepancies are investigated and resolved promptly to conform to EFSA or OFS guidance.
2.4	Assist with the preparation for internal and external audits, ensuring that all student information is audit compliant
2.5	Ensure that appropriate quality control systems and procedures are followed in order that an effective service is delivered across the college and that all processes and procedures are clearly documented
2.6	Work flexibly as part of the I.S team, contributing to the delivery of efficient data processes, systems and procedures, in order to ensure that a high quality support service is provided to staff.
2.7	Ensure processes are in place to produce college timetables for staff, curriculum areas, locations and

	students in a timely and effective manner.
2.8	Work with Heads of Curriculum to give advice on timetable strategies and develop solutions to timetabling and register issues
2.9	Liaise with curriculum teams to address and resolve register queries
2.10	Ensure cross college compliance with I.S processes and procedures.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Input and maintain student information on college databases in an accurate and timely way to ensure a continual match between documentation and computerised records. To include (but not limited to)  Enrolment Forms Fees Student Detail Amendments Achievement Timetables Registers Student Registrations
3.2	Maintain student record files in accordance with guidelines and liaise with appropriate college staff to ensure that data requirements are fulfilled.
3.3	Work closely with the curriculum teams to ensure data completeness at student and curriculum levels
3.4	Advise line manager of any issues as soon as possible and participate in problem solving discussions
3.5	Monitor the quality of data using error and validation reports, identifying the root cause of the problem and use training and process development to support quality improvements.
3.6	Establish and maintain a system for filing and safe storage of any audit evidence in accordance with EFSA and OFS guideline and financial regulations.
3.7	Develop and maintain knowledge of the ESFA funding and audit requirements for student related data and data recording.
3.8	Contribute to training for staff as required
3.9	Contribute to the development and maintenance of the college timetable in association with Heads of Curriculum and Information Services Manager
3.10	Contribute to the setup and development of the colleges course file, linked to the curriculum plan
3.11	Ensure that courses are timetabled in accordance with the delivery learning hours, as detailed in the college curriculum plan and provide support to curriculum staff on funding, curriculum planning and timetabling guidance.
3.12	Maintain data to accurately reflect amendments and changes, including course and staff and room amendments, in line with current procedures
3.13	Participate in internal and external audits by gathering, collating and validating the evidence required.
3.14	To issue and control temporary and permanent registers in accordance with register control procedures.

3.15	Maintain knowledge and understanding of the college's student records system (ProSolution), funding methodology, data processing and any other appropriate training as required.
3.16	Ensure the accuracy, validity and completeness of the course file and timetables for college provision including the use of the college curriculum planning system (4cast)
3.17	Owing to the nature of the work of the college, you may be required to work in the evenings or weekends.

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Partnership at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>TEC Partnership Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

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### Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

*Please see following page for Person Specification*

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	Level 2/GCSE English and Maths	E	
	Level 2 or equivalent in Business Administration	E	
	Evidence of continuous professional development	E	
<b>Specialist Knowledge</b>	Up to date knowledge of IT systems and software packages	E	
	Previous experience of working within the FE sector		D
	A full understanding of the importance of data collection and compliance	E	
	Experience in the use of management information systems		D
<b>Experience</b>	Previous data entry experience	E	
	Proven track record of administrative support	E	

