

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Planning and Student Records Administrator (North Bank)
Responsible to:	Planning and Student Records Supervisor (North Bank)
Responsible for:	N/A

1.	Job Purpose:
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 be responsible for the development, maintenance and coordination of the college curriculum planning process, course file, timetables and registers across all cohorts and curriculum areas. Provide advice and support to curriculum teams on efficient resource use and monitoring of attendance and utilise data to maximise effect for the Institute.

2.	Key Responsibilities:
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"> • Controlling and issuing enrolment documentation • Tracking the return of enrolment documentation • Monitoring the inputting of enrolment documentation
2.2	Deal with day-to-day activities within the Student Records department, relating to enrolments, withdrawals, transfers and DBS document validation.
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	Utilise the TEC partnerships range of software for planning, timetabling and registers to ensure effective and efficient timetabling of resources, accurate data provision and effective curriculum planning.
2.6	Maintain the Institutes course file, creating, maintaining, and validating for course delivery. Provide support and advice to Heads of Curriculum on use of curriculum planning strategies,

	timetabling, data validation and register creation.
2.7	Work closely with college Curriculum, Quality and Administrative teams on matters that may affect course file, student records, timetabling, or registers, ensuring data accuracy to match ILR and Audit provision
2.8	Ensure cross college compliance with planning, timetabling, and register processes and procedures.
2.9	Identify discrepancies between the Partnership curriculum plan, course file, timetables and registers and ensure these are resolved efficiently.
2.10	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.
2.11	Maintain confidentiality and respond to requests for information from external agencies with due regard to college policy and the requirements of the Data Protection Act.
2.12	Ensure cross college compliance with MIS processes and procedures.
2.13	Act as an ambassador for the Partnership, contributing towards the organising of appropriate functions including enrolment and other specific events as required.

3.	Specific Duties:
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/fee remission forms, student detail amendments, registers.
3.2	Collate accurate information for audit purposes and maintenance of audit evidence of both off site and the main site college enrolments by: <ul style="list-style-type: none"> • Coordinating the return to the Central Team of all enrolment forms • Ensuring the safe storage of all enrolment forms. • Putting systems in place for the collection and storage of all enrolment transfer, • withdrawal or amendment documentation
3.3	Advanced Learner Loans to be tracked, logged and attendance monitored ensuring funding is being received by meeting attendance confirmation deadlines. Liaising with curriculum staff to resolve any attendance issues in a timely manner
3.4	Develop and maintain up to date knowledge of the ILR, audit requirements and ESFA and OFS funding, retention, and achievement methodologies.
3.5	Work with Heads of Curriculum, and MIS management to develop Curriculum Plans, using the partnerships data software to ensure that the plan is appropriately coded to support the ILR process. Ensure that the plan is appropriate for timetabling and matches audit and college resource efficiency directives.
3.6	Operate an ad hoc booking service to allocate rooms for meetings, interviews, and external events. 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.
3.7	

3.8	Manage and develop validation and quality of data processes, using error reports and other forms of feedback to ensure curriculum plans, timetables, and registers, have been set up in accordance with Audit, ILR and college directives, identify problems and ensure data accuracy. Provide advice, guidance and training to Curriculum Areas where required.
3.9	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.
3.10	Establish and maintain a system for filing and safe storage of any audit evidence in accordance with EFSA and OFS guideline and financial regulations.
3.11	Develop and maintain knowledge of the ESFA funding and audit requirements for student related data and data recording.
3.12	Assist in the production of the funding/data returns and the cleansing of data errors as required
3.13	Work closely with other college staff to resolve queries relating to student/course data
3.14	Provide training for staff on how to use ProSolution and enrolment procedures as required
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	Owing to the nature of the work of the college, you may be required to work in the evenings or weekends.
3.17	Contribute to the function of the wider MIS team, including but not limited to enrolment, registrations, registers, claims, results, certificates and audit.
3.18	Promotion of the group's learner first ethos, ensuring that the learner experience is outstanding

4.	Budget Responsibility:
4.1	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.

5.	Continuing Professional Development:
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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

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • 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. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
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.

8.	Safeguarding Children and Vulnerable Adults:
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)

9.	TEC Partnership Policies and Procedures:
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	Ability to positively promote the TEC partnership values and acceptable standards to staff and students Experience of working in a pressurised environment Self-motivated, working above and beyond the required role	E E E E	
Other	DBS check carried out on appointment Smart clothing/appearance	E E	

Qualities identified and determined by:

E = Essential

D = Desirable