
Post Title	Management Information Services (MIS) Officer Maths and English
Location	Craven College, Skipton (Multi Site)
Rate of pay	APT & C Scale 4 (points 18 – 21) £17,533 - £19,490 per annum
Hours	37 hours per week
Responsible to	Management Information Services Manager
Special Conditions	This post is subject to Probationary Period of 6 months. A full enhanced disclosure check will be required via the Disclosure & Barring Service for this post
Closing Date	Sunday 18 October 2020
Interview Date	tbc
Post No.	B963

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

BACKGROUND INFORMATION

This position is primarily designed to provide administrative support in the delivery and embedding of Maths and English within study programmes across the College. Central to the role will be the ability to establish and maintain effective systems for the effective monitoring and analysis of English and maths delivery and student progress; and to communicate and liaise effectively across College with both teaching and business support staff.

MAIN JOB PURPOSE

To provide a comprehensive, quality management information and administrative support service for English and Maths; including data collection recording, monitoring and control; carrying out day to day administrative tasks with respect to student English and Maths enrolments, co-ordination of planning of classroom teaching sessions and processing of examination entries, in line with Quality Assurance procedures.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To provide quality administrative support, including word processing, e mailing, photocopying, record keeping, data collection, recording, monitoring and control for the MIS Manager and Head of English and maths;
- To advise on appropriate English and maths qualifications for learners, in line with government funding regulations;
- To liaise with Student Services staff, Head of English and maths, Heads of School and Sector Subject Leaders to ensure enrolments, groups and registers for the English and Maths element of the Study Programme are accurately recorded;
- To liaise with timetabling staff to ensure timetables for the English and Maths element of the Study Programme is accurately recorded;
- To co-ordinate Functional Skill examination entries, claims and achievement processing;
- To assist with the planning and co-ordination of assessments, in line with external quality standards, including invigilation and access arrangements;
- To advise College managers on potential process improvements with respect to English and Maths administration systems, and ensure effective dissemination of key information;
- To be a member of, and contribute to the English and Maths Strategy Group, to ensure effective delivery and monitoring of these subjects;

- To liaise with the Student Services Specialist Support Co-ordinator and team as appropriate, regarding student support needs;
 - To maintain and up-date relevant data on the College's MIS and VLE systems in close liaison with the MIS and Exams Departments and English and maths Tutors;
 - To support the English and maths team in maintaining the English and maths VLE, including posting messages and uploading materials;
 - To assist the Head of English in dealing with day to day basic operational issues linked to the delivery of units/courses;
 - To receive and direct telephone, fax, mail, e-mail and other messages as appropriate;
 - To assist in monitoring the retention and achievement of English and maths and contribute to the production of the curriculum area Self-Assessment Report;
 - To liaise effectively with cross-college staff, students and outside agencies on a daily basis, when required, providing effective links with Head of English and maths and Tutors;
 - Assist with College Enrolment and Award events;
 - To provide invigilation support during the Main Exam periods as required by the MIS Manager and Examinations Officer;
 - To enter and maintain learner exam results information accurately to consistently high standards;
 - To assist with the distribution of learner documentation, including certificates, statement of results and entries;
 - To be aware of the external returns calendar and organise day-to-day work activities in order to meet pre-determined deadlines;
 - To participate in the college's appraisal scheme and staff development activities as required;
 - You will be expected to be fully conversant with the college's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of learners and staff;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Recent relevant experience of providing a high quality administrative support service at a high level;
- Ability to word process and produce complex spreadsheets supported by a relevant word processing qualification e.g. OCR II or equivalent;
- Level 2 literacy and numeracy;
- Knowledge of the Government agenda on English and Maths qualifications,
- Ability to record, monitor and present data accurately and effectively;
- Ability to assimilate and present full and accurate information in a clear and non-confrontational manner;
- Experience of planning, organising and prioritising work to meet pre-determined deadlines;
- Ability to deal with personal information in a confidential and sensitive manner;
- Ability to work on initiative and have a pro-active attitude
- Excellent organisational and interpersonal skills;
- Experience of liaising effectively across a range of Departments;
- Ability to communicate effectively and build good working relationships across College;
- Ability to produce work to a consistently high standard, under pressure;
- Experience of working on own initiative and as part of a team;
- Willingness and ability to work flexibly to meet the need of the College.

DESIRABLE REQUIREMENTS

- Experience of VLE;
 - Experience of working in an educational environment.
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