

We are committed to ensuring all individuals are valued and work in a safe environment, promoting the ethos of Safeguarding and Equality and Diversity in all of our practices. We expect all staff to share this commitment.

Job Title:	Student Data Administrator
Grade / Salary:	£26,218.54 - £28,088.30 per annum
Hours:	37 hours per week
Department:	Student Data
Work Location:	Gloucester
Responsible To:	Student Records and Data Lead

1. Applicant Information

Gloucestershire Professional Services (a subsidiary of Gloucestershire College) is committed to safeguarding children and vulnerable adults and any offer of employment will be subject to a number of conditions.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."

As this role involves engaging in "regulated activity" relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches will be conducted for candidates. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.

A satisfactory DBS Enhanced Disclosure with child barred list check will also need to be obtained as a requirement of the job.

2 Job Profile

Gloucestershire Professional Services (GPS) is recruiting an administrator to join the Student Data team based at Gloucestershire College.

The purpose of this role is to work within the Student Data team to provide efficient and effective administrative support to employers, students and staff, in relation to the operation of activities within the college.

A career with us means much more than just a salary- we know that our people are our greatest asset.

We provide an empowering, values-based environment where we all play a part in inspiring a future generation, working towards an inspirational vision. We are passionate about learning and pride ourselves in developing our staff; we will support you both professionally and personally to develop all the skills necessary to make this your next success.

We value mutual respect and believe that trust, respect and civility bring out the best in people. We also work collaboratively utilising the different knowledge, skills and experiences we each have; we strive to create an environment where everyone can give of their best. Working with committed colleagues, we also offer an attractive benefits package, please click on the benefits link to find out more about the range offered.

We celebrate the fact that our students and staff, our partners and friends, are from different social and ethnic backgrounds, different faiths, sexual orientation and ages.

We are committed to equality, diversity and inclusion and we want our workforce to have an equal gender balance, represent a broad mix of people from minority ethnic backgrounds, LGBTQ+, those with a disability and we would encourage all applicants that identify with this to apply.

In accordance with Keeping Children Safe in Education 2024, we will carry out an online search as part of our due diligence on successful candidates.

The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks.

The level of check undertaken will be consistently applied across all successful applicants and may include both social media and a general internet search.

If you would like to request any further information on this check, please contact gc.jobs@gloscol.ac.uk

Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

3. Main Duties and Responsibilities

- To carry out effective processing of information and data using College specific software (i.e. Unit E, Reports Manager etc.), plus some bespoke databases, spreadsheets and/or other systems including the Apprenticeship Service.
- Be the main point of contact for day to day administrative support to staff, students, clients, employers and other customers, including sub-contractors.
- Timely monitoring of several inboxes and dealing with telephone enquiries and referrals, and contacting prospective students.
- Liaise effectively with other cross-college services such as Exams, Student Services or Finance
- Create and maintain course timetables, ensuring the information is up to date allowing accurate registers to be created and marked
- Communicate effectively with students, parents, staff, clients, employers etc in an effective and customer-focused manner
- Provide effective administrative support for the Student Data team, curriculum areas and Business Hub, including specific projects when required
- Maintain student files and paperwork in accordance with current audit requirements and provide support to the Student Data Manager in relation to the returns. Ensure all achievements and withdrawals are processed in a timely manner and appropriate archiving is maintained.
- Check paperwork to confirm its accuracy against defined contract criteria and ensuring corrections are properly followed up as necessary
- Undertake auditing of student records, attendance and contract compliance, in line with funding regulations. Assist with the collation and return of evidence for subject access requests, as well as for internal and external auditors.
- Undertake subcontractor enrolments as required and maintain appropriate tracking records to ensure contract compliance.
- Produce Ad-hoc reports, information and promotional materials
- Adopt efficient, streamlined and accurate work practices and support the team in all aspects of department improvement
- Support curriculum events (such as enrolment, open evenings, induction, awards ceremonies, student trips, DBS checks etc.) where required.
- Assist other areas of the Student Data team as required

4. General

- Take an active part in the performance review process.
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and actively promote the College's Safeguarding Policy and Practices.
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
- Participate in enrolment.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.

5. Values

We have **four core values** that reflect what we are, how we do things and where we want to be. We want to support all staff to:

Be Respectful 	Be Respectful – To be respectful of self, others, property and environment when at college or representing the college.
Be Responsible 	Be Responsible – To take ownership of our behaviours, attitude and personal development.
Be Ambitious 	Be Ambitious – To become the best versions of ourselves.
Be Collaborative 	Be Collaborative – To work as part of a team or teams, to support each other to contribute and celebrate success.

6. Person Specification

Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Experience of office administrative procedures – Experience in MS Office word processing, excel and data base software – Level 2 Maths and English qualifications or willingness to complete
Desirable	<ul style="list-style-type: none"> – Experience and knowledge of procedures and activities specific to an educational institution – Educated to A Level or equivalent

Person Specification

Abilities	<ul style="list-style-type: none">– Good problem solver– Team player– Good data inputting speed– Able to concentrate on repetitive tasks when required– Excellent accuracy and attention to detail
Job Circumstances	<ul style="list-style-type: none">– Able to travel between Campuses as necessary.– Hold an Enhanced DBS check with child barred list check or be willing to undertake a check.

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the performance review process, and will be varied in the light of the business needs of the College.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

Where an employee or candidate indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

