

JOB DESCRIPTION

Job Title: Funding & Data Administrator (part time, term time only plus 2 weeks)

Responsible to: ProSuite & Data Manager

Job Purpose: To be responsible for the operational management of the College's Individualised Learner Record (ILR) data returns ensuring they are timely and accurate, and meet current funding rules and regulations. To provide a comprehensive service to internal and external clients in respect of learner data and computerised student records.

A. SPECIFIC RESPONSIBILITIES

1. To manage and maintain computerised records of students, courses, enrolments and timetables.
2. To produce and maintain the accuracy of the Course Master file.
3. To be responsible for systems and procedures for the collection and accurate recording of ILR data.
4. To ensure systems are in place to verify and validate data to enable accurate ILR submissions to maximise funding.
5. To supervise the data input team during enrolment.
6. To assist in the construction of the college timetable construction and liaise with curriculum leaders and the Director of Curriculum Operations as necessary.
7. To produce accurate and timely ILR data submissions, and ensure their upload onto the Data Service Hub.
8. To keep up to date with the implications for funding and student data of all national funding/data collection changes.
9. To produce regular Provider Data Self-Assessment Toolkit (PDSAT) reports, and act on issues found, in accordance with the Department of Education (DfE) Funding Regulations.
10. To allocate data requests and track them to ensure timely production of data as appropriate.
11. To manage the collection of student destination data, and produce detailed reports on the outcomes.
12. To provide cover for the Data Quality Assurance Administrator as necessary.
13. To ensure staff are appropriately trained on the use of the MIS systems and ProSolution.

B. GENERAL RESPONSIBILITIES

All College employees are expected to:

1. Maintain their own continuing professional development and attend meetings, training and conferences, as required.
2. Maintain discretion and confidentiality as appropriate for the post.
3. Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
4. Positively promote and represent the College both internally and externally, particularly within the local community.
5. Proactively assist in the management of students and visitors throughout the College.
6. Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
7. Liaise with other departments/faculties and members of staff, as appropriate.
8. Participate in College events, as required.
9. Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

PERSON SPECIFICATION

The college regards the following as important criteria and will look for evidence that candidates meet as many as possible.

C. QUALIFICATIONS

1. A degree or relevant professional qualification.
2. Good standard of general education, 5 GCSE's A-C including Maths and English or equivalent.
3. Qualified by relevant experience.

D. EXPERIENCE

DESIRABLE:

1. Experience of collection, validation and management of essential data.
2. Use of MIS systems, preferably ProSolutions.
3. Use of ProMonitor or relevant electronic student tracking system.
4. Delivery of an effective and high quality customer service.
5. Experience of training others in the use of software.
6. Ability to manipulate complex data sets using database queries whilst maintaining the integrity of data.
7. Experience of working with students in the 16-18 age range. Sixth Form College experience would be advantageous.
8. A demonstrable record of success in previous roles.

E. KNOWLEDGE AND AWARENESS

ESSENTIAL:

1. High level of IT skills appropriate for the post, including Excel and MS Office 365.
2. High level of numeracy and accuracy.

DESIRABLE:

1. Familiarity with DfE funding regulations.
2. Familiarity with ILR submission requirements.
3. Familiarity with the PDSAT reporting tool.
4. A clear understanding of developments in post-16 education.
5. Clear understanding of safeguarding processes and procedures.
6. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.

F. SKILLS

1. Highly effective organisational skills, a methodical approach such that all work is undertaken in a thorough and accurate manner.
2. Excellent written and verbal communications skills, in particular the ability to communicate complex information to others, with effective listening and influencing skills and the ability to consult at a face-to-face level on a wide range of issues.
3. Excellent interpersonal and negotiation skills in order to develop and manage relationships with a diverse range of people internally and externally with tact and diplomacy.
4. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
5. The ability to work under pressure and be flexible.
6. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.
7. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, PowerPoint and Outlook, and any other relevant software/database).
8. An ability to take responsibility for several tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.

G. PERSONAL QUALITIES

1. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
2. High levels of emotional resilience, positivity and drive.
3. Strong intellectual powers and the ability to be reflective.
4. Personal and professional integrity, which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy and have complete respect for confidentiality.

5. Passionate about teaching, learning, quality improvement and the wider Sixth Form College experience.
6. To work collaboratively and constructively as a member of a team and to support colleagues as required.
7. A proactive approach demonstrating an openness to change.
8. The suitability to work with children.
9. A commitment to the College's values and a shared responsibility to achieving greatness
10. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
11. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
12. A commitment to continuing professional development.
13. A commitment to equality of opportunity.

Please note that the College requires candidates wishing to be considered for employment to complete an application form via the My New Term website. The College is unable to accept any standalone CVs submitted. Any CVs that are submitted with a completed application form will be seen as secondary information. As such, shortlisting will be on the basis of the information provided in the application form.

Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Orders 1975, 2013 and 2020.

Offers of employment are subject to evidence of the relevant qualifications, the right to work in the UK, references and DBS clearance that are deemed satisfactory to the College.

PAY AND CONDITIONS

SALARY:	Sixth Form College's Support Staff Spine point 28, £16,732 rising to point 31, £18,264 with annual increments based on service and performance related criteria. (This is the pro-rated equivalent of the full-time scale, £30,444 rising to, £33,232).
HOURS:	Working 22.5 hours per week for 3 days per week from 8:00am to 5:10pm for 41 weeks per year, term time only plus two weeks. The additional two weeks should be worked during the two weeks preceding the return of teaching staff after the summer holidays. A degree of flexibility is required.
START DATE:	As soon as possible
DISCLOSURE:	The College will seek an enhanced disclosure from the Disclosure & Barring Service.

Closing date for all completed application forms: Friday 4th September 2026, at 8:00am

Interviews planned for week commencing: Monday 14th September 2026