



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

## About the Role – Employment Details

Post Number	A133a
Job Title	Student Data Administrator
Salary	£26,218.54 - £28,088.30 per annum
Contract Type	Permanent – 37 hours per week
Campus	Gloucester
Department	Student Data
Reporting To	Student Record and Data Lead
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure
Pension	People's Pension – 4%-5% matched contribution

## About the Role – Meet the Team

Student Data team is made up of 18 Data Administrators and two supervisors. We cover all three campuses but are based at the Gloucester Campus (by Gloucester Quays) and work predominately in the office.

Our responsibilities include setting up course timetables, maintaining student records, and making sure everything is accurate and up to date. We are also the main point of contact for staff, parents and employers, answering queries about attendance, references, personal data etc. In this role, we handle admin tasks and manage data using various college systems. Our office is completely paperless, and all our processes are now electronic. We help with events like enrolment and open days, create reports when needed, and work closely with other teams across the college. It's a mix of problem-solving, multitasking, and supporting different departments to keep everything running smoothly for our students.

## About the Role – 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

### About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- 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
- Participate constructively in college activities and to adopt a flexible approach to your work.
- 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

### About the You

#### Our Shortlisting Criteria

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





- Educated to A Level or equivalent

### The Perfect Person for us will demonstrate

<b>Abilities</b>	<ul style="list-style-type: none"><li>– Good problem solver</li><li>– Team player</li><li>– Good data inputting speed</li><li>– Able to concentrate on repetitive tasks when required</li><li>– Excellent accuracy and attention to detail</li></ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"><li>– Able to travel between college sites (if required)</li><li>– Undertake any training required for the role</li><li>– Hold an Enhanced DBS check or be willing to undertake a check.</li><li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li></ul>