

**As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **MIS and Exams Administrator?**

<b>Job Title</b>	MIS and Exams Administrator - Maternity Cover
<b>Ref No.</b>	ME2425151
<b>Department</b>	Management Information Systems (MIS)
<b>Reporting to</b>	ILR and Data Manager
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	In the range of £25,798 - £28,513 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
<b>Hours</b>	37 hours per week, 52 Weeks per year
<b>Contract Type</b>	Maternity Cover

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To administer Management Information Systems (MIS) and Examinations processes for all campuses, ensuring that student and enrolment information is accurate and reliable by adhering to national legislation, College policies and departmental guidelines. To work closely with the MIS and Examinations Coordinators and other MIS and Examinations Administrators to ensure that students are correctly enrolled with the College, registered with awarding bodies, undertake examinations in appropriate conditions, and receive their certificates.

## Main Duties and Responsibilities

1. To work closely with MIS and Examinations Coordinators and other MIS and Examination Administrators to administer and maintain processes, ensuring accurate student records and deadlines are met.
2. To administer examination registrations, coordinate invigilators, process examination access arrangements and disseminate examination information and results.
3. To liaise with MIS and Examinations Coordinators to ensure examination material is kept secure during storage, transfer, examination pack preparation and distribution.
4. To follow procedures for the collection and processing of required data.
5. To maintain knowledge on current funding methodologies and legislation.
6. To work as part of the team providing a high-quality service, ensuring prompt responses to queries.
7. To respond to information requests, for example, references, using the student record system ensuring compliance with General Data Protection Regulations (GDPR) and the Data Protection Act.
8. To validate data through audits and administer data cleansing sessions.
9. To maintain a central, well-organised filing system for student-related documentation, adhering to relevant legislative data protocols.
10. To ensure proper invoicing of examination fees following College procedures.
11. To carry out examination invigilation duties as required

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a fast-paced administrative role</li> <li>Experience of delivering high quality customer service</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>Priorities the needs of the team, customer, and the organisation</li> <li>High degree of integrity and honesty</li> <li>Empathetic: demonstrates thoughtfulness towards others</li> <li>Resilience: able to recover from setbacks quickly</li> <li>Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>Positive role model for students</li> </ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

