East Durham College

Job Description

Post Title: MIS & Exams Coordinator

Location: Willerby Grove, Peterlee/Houghall Site/Technical Academy as required

Responsible to: Director of Data Management and Examinations

**Attendance Requirements: 37 Hours Per Week**

**Monday – Thursday 8.30 – 5.00**

**Friday 8.30 – 4.30**

Salary: £23,703 Scale 4

Main purpose:

To administer MIS and Exams processes across all campuses, ensuring that all information is accurate and reliable and that procedures are correctly followed in accordance with relevant legislation, college policies and departmental guidelines and deadlines.

To work closely with the MIS and Exams Team Leaders, adopting a flexible customer- oriented approach to ensure the provision of a high quality service.

**Main duties:**

1. Checking accuracy of enrolments and amendments prior to input.
2. Accurate fee assessment and input of student enrolments, adjustments to learning as required for all learners, including Apprenticeships.
3. Assist with the correction of funding validation queries for all funding streams.
4. Assist with the validation of data and documents to evidence funding claims.
5. Download of accurate examination base data.
6. Registration of learners with awarding bodies.
7. Submission of test entries with awarding bodies.
8. Supporting the process relating to access arrangements e.g. making applications to awarding bodies, rooming.
9. Processing of certificate claims and issuing certificates to learners.
10. Downloading results from awarding body secure sites and preparing for results to be disseminated to each student.
11. Dealing with requests and administering post – results services.
12. Secure storage and preparation of exam papers.
13. Allocation of invigilators and room bookings for the college examination timetable.
14. Assist in the co-ordination of the timetabling/ on line register process – timetable set up and amendments.
15. Input and amendment of course information from curriculum plans across all funding streams.
16. Supporting curriculum staff in the use of ProSolution relating to course, enrolment, examination and achievement processes.
17. Retrieval of information from appropriate software e.g. 4cast, LARS, ESFA ILR Hub.
18. Support colleagues within the team to provide a high quality service, ensuring the office is always suitably manned and telephones answered.
19. Supporting the Director of Data Management & Exams and MIS & Exams Team Leaders in ensuring all deadlines are met and targets are achieved.
20. Liable to undertake other duties as may be reasonably required, commensurate with the grade, place of work or at other locations in the College to meet the business needs.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification** |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training** | | | |  |
| 1.1 | Five GCSE passes at A-C or 4 and above including English Language & maths (or equivalent qualifications) | ✓ |  | Application form/  certificates |
| 1. **Experience** | | | |  |
| 2.1 | Experience in maintaining large quantities of electronic personal records | ✓ |  | Application Form / Interview |
| 2.2 | Administration experience in a busy working environment | ✓ |  | Application Form / Interview |
| 2.3 | Experience in achieving targets and meeting deadlines | ✓ |  | Application Form / Interview |
| 2.4 | Experience in the use of ProSolution |  | ✓ | Application Form / Interview |
| 1. **Skills and Knowledge:** | | | | |
| 3.1 | Administration processes including the use of spreadsheets & databases | ✓ |  | Application Form / Interview |
| 3.2 | Has knowledge of (GDPR) legislation | ✓ |  | Application Form / Interview |
| 3.3 | Safeguarding | ✓ |  | Application Form / Interview |
| 3.4 | Knowledge of ESFA funding rules |  | ✓ | Application Form / Interview |
| 3.5 | Knowledge of examination administration procedures and JCQ rules and regulations |  | ✓ | Application Form / Interview |
| 3.6 | Excellent organisational and time- management skills | ✓ |  | Application Form / Interview |
| 3.7 | Attention to detail and the ability to work effectively and efficiently under pressure. | ✓ |  | Application Form / Interview |
| 3.8 | The ability to learn new skills quickly | ✓ |  | Application Form / Interview |
| 3.9 | Empathetic to the needs of people | ✓ |  | Interview |
| 1. **Attributes / Other Requirements:** | | | |  |
| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ✓ |  | Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ✓ |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ✓ |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). | ✓ |  | Application Form |
| 4.6 | Can demonstrate a flexible and adaptable approach to work to meet business needs | ✓ |  | Interview |
| 4.7 | A positive and enthusiastic outlook to work. | ✓ |  | Interview |
| 4.8 | Can demonstrate a customer-oriented approach to providing a high-quality service | ✓ |  | Interview |
| 4.9 | Can demonstrate a positive attitude to the achievement of Equal Opportunities for all, regardless of gender, race, disability, social class, religion or belief, sexual orientation or any other form of discrimination. | ✓ |  | Interview |