**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Learner Data Administrator – Apprenticeships and Skills | Learner Data Management |
| **SALARY** | **BENEFITS** |
| £18,852 - £19,336 per annum  relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years service plus Bank Holidays.  Includes up to 5 days which must be taken at the discretion of the Principal between Christmas and New Year. |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Apprenticeships and Skills Administration Supervisor | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The information below is intended to provide an outline of the workload of the job and its role. The job description outlines the main duties in general terms only and is not intended to be prescriptive.  The post holder will be expected to work in a flexible and proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues, with a particular focus on providing administrative support to ensure:   * Education and Skills Funding Agency (ESFA) contract compliance including the accurate completion of; learner & employer records, candidate enrolments, file audits, funding & certification claims. * Effective contract management (prime & sub–contracts) including contract performance, funding compliance & utilisation, data and performance reports. * Working effectively as a team to provide an efficient system capable of meeting the growth in ESFA contracted provision. * The role is shared between the enrolment and management of the learners programme and the planning of apprenticeship end-point assessments. | |
| **DUTIES** | |
| Input learner personal and course data in a timely and accurate manner and produce management reports as required. | |
| Undertake the timely enrolment of learners, including eligibility checks, in line with funding and sector framework / standard requirements. | |
| Maintain appropriate data recording systems e.g. UNIT-e / OneFile to ensure accurate recording of the employer and learner journey. | |
| Provide day-to-day operational oversight of the OneFile on-line portfolio to ensure data completeness and consistency, and provide initial reports for Academic leaders. | |
| Assist the End-point Assessment Supervisor with the administrative planning and recording of Apprenticeship Standard End-point Assessments. | |
| Monitor and maintain sub-contractor files in line with contract and audit requirements. | |
| Maintain and follow systems and procedures to ensure funding agency contract compliance. | |
| Support with audits as required and in line with external funding requirements. | |
| Demonstrate and promote high levels of customer service to employers, customers, learners and College visitors via telephone and face to face meetings. | |
| Assist with the processing of certification claims in a timely manner and provide accurate tracking of learner completions. Work with the Exams team to resolve any queries. | |
| Provide feedback on activities on a weekly basis and adhere to deadlines for tasks and information. | |
| You role model and promote the College values:   * **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making. * **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance FREDIE:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. * You promote Equality, Diversity and Inclusion at every opportunity. * You demonstrate and promote the highest level of customer service to internal and external customers. * You promote College sustainability policies and strategies by personal commitment and lead by example. * You are actively involved in carbon reduction, embedding all our carbon reduction practices (lights off, heating down etc.) * You are vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. * You are responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. * You work flexibly within your own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. * You are committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly supports this aim. * You are required to support this aim and its implementation pro-actively.   Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. | |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I) |  |
| ***Attainments*** | |
| Educated to GCSE level A-C (9-4) in Maths and English (or equivalent) (A)  Computer literate (A)  Audit/ quality assurance experience (A)  Database input experience (A) | IT Qualification (ITQ/ ECDL/ CLAIT) (A)  Safeguarding level 1 or 2 (A) |
| ***General Intelligence*** | |
| ICT Skills and Competency (A/I)  Good level of education (A/I) | Experience of working with a high degree of detail (I) |
| ***Special Aptitudes*** | |
| Experience of working with young people and adults in sectors such as education, careers services, youth services, learning and training providers, youth justice, voluntary & community work or social work (A/I)  Personable approach and high levels of customer service (A/I) | Experience in Apprenticeship administration (A/I).  Experience in customer relations (A/I). |
| ***Interests*** | |
| Awareness and understanding of education, training and government skills agenda initiatives (A/I) |  |
| ***Disposition*** | |
| Good interpersonal skills (I)  Good communication skills (I)  Friendly and approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of health and safety requirements of a working environment (A/I)  An understanding of equal opportunities issues within an educational context (A/I)  An understanding of “safeguarding” and its importance within the College \* (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Criminal Records Bureau clearance at Enhanced level (A/I)  Ability to work flexibly (I) | Current driving licence (A) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Learner Data Administrator – Apprenticeships & Skills | Learner Data Management |
| **SALARY** | HOURS OF WORK |
| £18,852 - £19,336 per annum  relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION (FINAL SALARY) |
| 26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,101 or more pa 12.5% Employee  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme.  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.    Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money      * One DBS certificate may be all you will ever need      * Take your DBS certificate from role to role within the same workforce      * You are in control of your DBS certificate      * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |