

Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity Specified Place Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

Closing date for receipt of applications: Wednesday 27 November 2024 at 12 noon

Registry Department

Data Entry Apprentice

37 hours per week – temporary position for 21 months

Post No.: RS24/25/182

Salary: £6.40 per hour (Apprentice National Minimum Wage). After the first year, wage will go up to NMW for those aged 19+

Responsible to: Director of Planning & Data Management

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: The input and amendment of student, course, timetabling and attendance data, dealing with curriculum room booking requests and providing an effective and efficient service to support the Registry department.

Objective of the job: As above

Candidates for the post of **Data Entry Apprentice**, must possess the following qualities:

| | Essential | Desirable | Where identified |
|----------------------|--|--|---|
| Qualifications | 5 GCSE's at Grade 4/C or above including: GCSE English at Grade 4/ C or above or equivalent GCSE Maths at Grade 4/C or above or equivalent Safeguarding Level 1 (to be achieved within 6 weeks) | IT qualification | Application Form Certificates |
| Experience | | Experience of working in an educational setting. Experience of working in customer focused/ administration environment. | Application Form References Interview |
| Knowledge and skills | Computer literate Ability to communicate effectively | Knowledge of Microsoft word, Excel and Outlook. | Interview References |

| | Essential | Desirable | Where identified |
|--|---|-----------|------------------|
| | Good organisational skills to ensure efficient record keeping, monitoring of logs etc | | |
| Personal qualities, attitude and behaviours | <p>Ability to work to deadlines in a busy reactive environment</p> <p>Calm and patient under pressure.</p> <p>Flexible and adaptable to changing circumstances.</p> <p>Enthusiasm and commitment to ensure tasks are completed to a high standard.</p> <p>Good team player</p> <p>Reliable and punctual</p> <p>Able to maintain confidentiality</p> | | Interview |

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Input and amendment of student, course, timetable and attendance data on the CMIS
- b) Dealing with student, course, timetable and attendance enquiries
- c) Liaising with Heads of Schools and other curriculum staff about queries and issues
- d) Allocating curriculum rooms for other purposes i.e. exams and meetings
- e) Assisting with the production of reports relating to student, course, timetable and attendance data.
- f) Assisting with the validation checks on data and making amendments as necessary
- g) Assisting with invigilation of examinations
- h) Assisting with the despatch of examination results and certificates
- i) Filing and archiving of student, course, timetable and attendance records
- j) Supporting the work of colleagues
- k) Any other duties as requested by the Director of Planning & Data Management



Person Specification/Job Description

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name:

Signature:

Date:

Last updated: November 2024