

## Reynolds Training Academy

**Job Description:** MIS Assistant and Admin Support

**Responsible to:** MIS Contracts Manager. Daily tasks and priorities overseen by the MIS Contracts Manager and Senior Administrator/Business Support Team.

**Responsible for:** Working as part of the Business Support Team

Reynolds Training Academy is an independent training provider based in Kent that delivers specialist training in performing arts, beauty and fitness from industry relevant faculty. We strive to passionately enhance and develop individuals' skills and abilities through inspiration, motivation, and education in a supportive and caring atmosphere. This is an exciting opportunity to collaborate as part of a team who make a real difference to in an inclusive and creative environment.

### **JOB RATIONALE**

To assist the MIS Contracts Manager and Senior Administrator with the maintenance of the College database and the provision of timely, accurate and informative information and data to the Senior Leadership Team. To input student and course data into the Management Information System. To initiate and facilitate checking systems for accuracy of data and adult learning bursary applications.

### **PRINCIPLE RESPONSIBILITIES**

- To assist with the maintenance of the College database to ensure the accuracy and availability of all student and colleague curriculum data required for the efficient management of the College on a day-to-day basis.
- To assist the MIS Contracts Manager and Senior Administrator with tasks associated with the migration of data between various platforms and databases such as PICS and Student Loan Company.
- To conduct data-validation checks, including Individualised Learner Record (ILR) information, adult learning loans and bursaries as required by college management.
- Under the guidance of the MIS Contracts Manager, to undertake the preparation, production and despatch of statistical returns required by external agencies such as ILR returns.
- Under the direction of the MIS Contracts Manager, to produce and distribute data sheets and management information as and when required.
- To assist the MIS Contracts Manager with the registration of examination results, and to undertake the analysis and publication of examination statistics as required.
- To cover 'front desk/reception' ensuring a high level of customer service and dealing with queries in person and by post, telephone and email.
- Perform routine chasing/collection tasks.
- Carry out routine MIS administration procedures including maintaining student learner agreements.
- Carry out database "housekeeping" duties as directed.
- Carry out such other duties, as the job develops, as may be reasonably required by the Principal in accordance with the College's flexible approach to the efficient delivery of a quality support service.

It is expected that the postholder will undergo such training as may be reasonably required from time to time by College Management, to participate in whole-College and departmental training events and briefing sessions as appropriate and to use such equipment and technological aids as are made available to them to ensure the timely and accurate execution of their duties. The postholder is required to work across Reynolds Training Academy sites.

The postholder will also be expected to assist in ensuring the safety and well being of students.

The postholder will be required to implement, in the execution of all tasks allocated to them, such health and safety procedures as are specified by college management, and to seek to achieve such service standards as may be reasonably laid down from time to time by College management.

### **Conditions of Service**

This is a full-time post, 40 hours per week x 52 weeks. Annual Leave is required to be taken outside of busy periods, likely to be September/October and any other peak enrolment periods.

**Salary:** £17,000 to £18,500 dependent on prior experience. Contract of employment, Staff charter and 6 months probationary period applies.

The successful candidate must be willing to travel as this role will include working across our different sites in Dartford and Rainham Kent.

Reynolds Training Academy is committed to safeguarding and believes that every learner and/or staff member deserves to be happy and secure in their environment. The college incorporates the principles of the Government initiative which applies to the well-being of children, young people, and adults. All applicants to Reynolds Training Academy must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks.

### **Equality, Diversity and Inclusivity at Reynolds Training Academy**

Reynolds Training Academy are an equal opportunity employer. While all applicants will be judged on merit alone, we particularly welcome applicants from any groups currently not represented in the workforce.

## PERSON SPECIFICATION

### MIS Assistant and Admin Support

	Essential	Desirable
<b>Qualifications</b>		
GCSE English and Maths or equivalent	✓	
Good A-level grades or equivalent qualification		✓
<b>Experience</b>		
Keyboard and general office skills - experience of Microsoft Office, particularly Excel	✓	
Experience in a similar role		✓
Accurate data entry and attention to detail – be familiar with data entry and spreadsheets.	✓	
Experience of working in the education sector		✓
<b>Skills</b>		
Excellent organisational and administrative skills	✓	
Excellent attention to detail and ability to plan	✓	
Ability to work without direct supervision identifying priorities and tasks requiring action.	✓	
Proven ability to work to deadlines, and as part of a team.	✓	
Ability to prioritise and organise workload	✓	
Ability to communicate effectively with students and staff at all levels.	✓	
<b>Attitude and impact</b>		
Ability to work under pressure and be solution focused	✓	
Positive and enthusiastic attitude	✓	
Flexible in approach to work and adaptable to changing situations	✓	
<b>Other</b>		
Able to work flexibly at busy periods.	✓	
Display a commitment to the protection and safeguarding of children and vulnerable adults	✓	
Display a commitment to meeting the individual needs of each student; to respect diversity, promote equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.	✓	