



National Star

Realising the aspirations
of people with disabilities

Data and Reporting Administrator

Reports to: Management Information Systems
and Returns Officer

Directorate: Funding and Contracting

Line Manages: n/a

Liaises with: National Star Learning Programmes, Service Delivery, Finance, Assessment,
Continuing Professional Development and other teams as required.
Commissioners, Funding and Regulatory bodies, intermediaries, other significant
stakeholders.

MAIN PURPOSE OF THE ROLE

- Assist the reporting of information for internal and external purposes.
- Set up and maintain records of information for service users.
- Maintain daily records of student attendance.
- Support users of information systems.

PRIMARY TASKS

- Provide internal scheduled reports as required under the direction of MIS and Returns Officer. This will include service users' progress, attendance and other activities.
- Ensure student attendance is recorded accurately on a daily basis.
- Complete weekly, monthly, termly or other periodic service user attendance reports to Local Authorities or other stakeholders at their request.
- Set up new service user records in line with organisational requirements.
- Maintain service user records with any changes internally or externally.
- Proactively gain information on service users changes to ensure records are always current.
- Maintain staff records on service user information systems for access, including setting up of new staff, role changes and removing leavers' access.
- Support the submission of Individual Learner Record or other statutory returns to Government or other stakeholders.
- Maintain the room access control system for students, including setting up new records and changes to locations.
- Assist the Quality Assurance and other teams by producing service user reports as requested.
- Provide support for users of service user information systems. This includes explaining basic use and triage of issues.
- To liaise with the student record system software providers to resolve incidents and issues as well as contributing to the development of the systems.
- Work collaboratively with all teams to meet their requirements for management information and key performance indicator reporting.
- To support and supply information for National Star Self-Assessment and Annual Report process.
- To contribute to team meetings, briefings and other training events as required.

- Carry out other duties as required by the team.
- Undertake development activities via CPD programme, online training and competency-based assessments as part of the Support and Development process.
- To fulfil requirements of National Star appraisal and Support and Development systems, supporting effective practice.

Safeguarding

The College takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children and requires that all staff share this and act accordingly by applying organisational policy and procedure and attending annual safeguarding training.

Equality & Diversity

Through personal example and clear action, demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

Health & Safety

Promote the college’s Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

Location

Main place of work is Ullenwood site. In agreement with Line Manager, and subject to review if required, proportion of home working considered after initial training period, and requirement to visit other locations of service delivery and to attend meetings, events, conferences or training.

Working Hours

The full time equivalent for the role is **based** on a core working week of Monday to Friday, 37 hours per week, with a requirement to adapt flexibly to workloads. The role requires a minimum of 25 hours a week term time (40 weeks).

This job description sets out a summary of key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate to the role.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • An excellent knowledge of Microsoft Word, Excel, PowerPoint, Teams, Outlook and other commonly used software packages • Ability to create and manipulate spreadsheets • Experience of maintaining accurate information for reporting or other purposes 	<ul style="list-style-type: none"> • Experience within a report generating role, ideally for internal and external purposes • Experience of recording and monitoring attendance in an educational environment • Knowledge of the Individual Learner Record requirements • Experience of using education funding body software and systems, for example Submit Learner Data for Individual Learner Records • Experience of using Databridge or similar student record

		<p>systems, or equivalent knowledge, eg HR systems</p> <ul style="list-style-type: none"> • Experience of using data systems in a school, Further Education/ Higher Education Environment • Experience in planning, controlling and implementing processes and procedures • Experience of data submission requirements for Apprenticeship funding • Experience of working with/for people with disabilities • Experience of undertaking research and analysing results • Experience of using Power BI or similar data analysis tools • Provided support to colleagues on a system or process
Qualifications and Training	<ul style="list-style-type: none"> • GCSE Grade 4 or above English and maths or equivalent • Evidence of ongoing professional or personal development 	<ul style="list-style-type: none"> • Relevant qualifications to demonstrate understanding of business services, for example in education or care
Abilities	<ul style="list-style-type: none"> • Ability to effectively collate from multiple sources, analyse, evaluate, and present data to enable effective decision making • Organisational and problem-solving skills which are applied to meet targets and deadlines • Maintain attention to detail and accurate record keeping • Ability to think creatively to put forward ideas and suggest improvements • Ability to work under pressure • Communicate effectively (written and oral) and good interpersonal skills • Ability to establish and maintain good working relationships 	<ul style="list-style-type: none"> • Knowledge of education attendance requirements for internal and external stakeholders • Knowledge of FE funding and data requirements and the ability to apply the appropriate changes to College processes and procedures • Knowledge/experience of sources of funding and funding routes for one or more of the following; Education, Health, Social Care, Trusts, Benefits, Project monies • Working knowledge of the impact and implications of current Education, Health and Social Care legislation • Knowledge of Safeguarding good practice for vulnerable people • Knowledge of Data Protection Act in relation to holding and sharing information

Personal Attributes	<ul style="list-style-type: none"> • Able to maintain confidentiality • Professional approach to work and colleagues • Confident and friendly telephone manner • Able to plan own workload and keep to agreed timescales • Superb attention to detail and ability to maintain accurate records • Self-motivated and enthusiastic • Commitment to equality and diversity • Team contributor • Flexible and adaptable, with a problem-solving approach • Punctual and reliable 	
Other	<ul style="list-style-type: none"> • Support the ethos of the organisation and be fit to work with adults at risk and children • Have respect and understanding of the needs of clients, their families and other stakeholders and work effectively with them • To be passionate about the role of the college in changing lives and supporting young people to develop skills for adulthood 	