



MOORLANDS COLLEGE

Job Description

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| Job title: | Academic and Data Assistant |
| Reporting to: | Academic Manager |
| Staff reporting: | None |
| Based: | Sopley, Christchurch, Dorset |
| Hours: | 20 hours per week |
| Purpose: | Support the Academic Manager in managing the academic provision of the College and to report on student data according to external and internal requirements |
| Key duties will include: | <ul style="list-style-type: none">• Analyse student data and produce reports relating to various academic functions, for internal and external consumption• Administer submission system for student assignments and requests for extensions• Support the administration of the College's VLE• Facilitate data returns to external organisations• Administer NCFE partner reporting• Facilitate student surveys• Implement and administer various academic policies, including those relating to Access and Participation• Support the work of the Academic Manager in various ways• Provide support to the Admissions and Registry Manager when required• Provide administrative support to Course Leaders for certain pre-agreed tasks• Undertake CPD for the role |
| January 2020 | |

Person Specification

| Academic and Data Assistant | Essential (E) Desirable (D) |
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| <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level | D |
| <p>Experience</p> <ul style="list-style-type: none"> • Experience in use of databases, or other software packages, beyond Microsoft Office • Experience in data entry and analysis • Experience in working with customers or clients in a service-oriented role • Experience in working within procedural systems | E E E D |
| <p>Skills and Competencies</p> <ul style="list-style-type: none"> • IT skills in a range of software • Report design and production • Ability to perform multiple and diverse tasks • Ability to plan and deliver work within agreed timescales | E E E E |
| <p>Personal qualities</p> <ul style="list-style-type: none"> • Attention to detail • Conscientious • Ability to work with others in a team and also independently | E E E |