

Position:	MIS Administrator
Reports to:	Data & MIS Manager
Key Relationships:	Directors & ETF group staff

Role information:

This role is subject to an enhanced DBS check with a 6-month probationary period.

- Annual Leave: 28 days inclusive of statutory bank holidays
- Place of Work: Torquay Torhill Office - also required to work at other sites as directed
(Must have a valid driving licence, car available, business use insurance for any business-related travel)
- Contract: Part Time
- Shift Pattern: Planned & Agreed with the Data & MIS Manager
- Salary Band: £9,000 - £10,000 (Pro rata of £17,500 - £22,500 per annum) 0.5 FTE

Key Objectives:

- Input data into Eat That Frog Group's management information systems, for all data needs (contracts, sub-contracts and internal data alike).
- Support administration and compliance for exams and registrations with awarding organisations.

Responsibilities:

1. Input data into Eat That Frog Group's management information systems, for all data needs (contracts, sub-contracts and internal data alike).
2. Support administration and compliance for exams and registrations with awarding organisations, acting as a contact for some awarding organisations.
3. Support the Data & Compliance Manager to review and develop data collection processes ensuring robust, complete and timely collection to meet Eat That Frog Group's needs.
4. Ensure evidence is appropriate, accurate and complete, supporting with data integrity checks to ensure accuracy and reliability of all systems for funding bodies.
5. Assist with the Audit of internal systems to ensure compliance, ensure pre/post audit requirements are identified and delivered for external audits.

6. Assist with daily office administration including printing, scanning, filing, answering the telephone and face to face enquires.
7. Support the tutor with enrolments, ensuring accurate paperwork is fully completed.
8. Support with maintaining and capturing attendance data.
9. Pay vigilance and attention to detail with all work undertaken and report any issues to the Data & Compliance Manager.
10. Contribute to the overall ethos, work and aims of Eat That Frog Group.

Personnel

- Take part in staff appraisal, maintaining continuing professional development

Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessment.

General

- Attend meetings and conferences within a network of professional contacts as required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times.
- Travel as required for business to support other ETF establishments, community-based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Person Specification		
Qualifications		
Appropriate Level 3 vocational qualification	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
Skills & Experience		
Experience of data entry in a busy environment	✓	
Good organisational and interpersonal skills	✓	
Demonstrate an ability to maintain accurate records & process information	✓	
Experience of working to company policies	✓	
Knowledge of ESFA funding methodologies		✓
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work-related attributes		
Creative/Imaginative thinker	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Ability to Work calmly under pressure	✓	
“Can-do” self-motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	