



JOB DESCRIPTION

Job Title: Data Analyst and Administrator

Line Manager: MIS Manager

Summary of Job

To work with the MIS Manager to provide the senior leadership team and teaching staff with a wide range of information and analysis to enable the smooth operation of the College. To maintain the College databases in line with audit procedures, so that the College systems are up to date.

Responsibilities

- Analysing and fulfilling data requests from staff using Microsoft SQL (Structured Query Language).
- Designing and building reports in Microsoft SQL Server Reporting Services (SSRS).
- Assisting with the submission of Individualised Learner Record (ILR) returns.
- Fulfilling data requests from 3rd parties, such as returns to Surrey County Council and DfE Table checking.
- Approving and managing room bookings and coordinating room changes to support examinations and other college activities or operational requirements.
- Assisting with the annual preparation and ongoing maintenance of the timetable planning database, including supporting the construction of main timetables, taster day timetables, examination schedules, and other timetable requirements as needed.
- Supporting the running of the enrolment process within the MIS, including troubleshooting, data entry and timetable changes.
- Processing change of course requests and administering updates to staff and student timetables.
- Processing bulk attendance updates, register-related corrections and chasing outstanding registers
- Supporting the College with wider data, administrative and processing functions, including assistance with activities such as trips, parents' evenings and uploading student data to learning platforms.
- Updating information on the College databases as required, including importing data from external sources such as Department for Education (DfE), and the Learning Records Service (LRS).
- Maintain and update student records (e.g. contact details, student qualifications)
- Demonstrating an awareness and commitment to equality and diversity, health and safety and safeguarding.
- Carrying out other reasonable requests as may be required from time to time by the Principal.