JOB DESCRIPTION

POST TITLE: MISCO (MANAGEMENT INFORMATION SYSTEMS COORDINATOR)/ ADMINISTRATOR)

POST NUMBER: WREQ3401

GRADE: HAY 10 SCALE

JOB PURPOSE

In this uniquely challenging and satisfying role you will provide comprehensive administrative support to the Prison Education team at HMP Maidstone, reporting to the Curriculum Manager. Your role will be to develop and maintain an efficient and effective administrative function including to administer the processing and handling of student data in order to produce accurate and valid individualised learner record returns as well as providing some secretarial duties.

KEY RESPONSIBILITIES

As post-holder you will be responsible to your line manager as follows:

- Accurately input and analyse learner data on spreadsheets or databases including the setting up of simple spreadsheets or databases and the provision of accurate data reports.

- Check and ensure that all paperwork and learner records are accurate and audit compliant for processing.

- Typing memos, letters, reports and other communications including drafting replies to general enquiries and taking accurate minutes of meetings.

- Undertake general administrative duties and implement office procedures and processes including but not exclusively filing and organising learner and staff records and ensuring the confidentiality of these.

- To check, process and record all resource orders and help source appropriate suppliers for resources.

- Dealing with telephone calls and visitors, as well as answering general enquiries into the department, liaising with the wider prison and partners and representing Weston College in a positive and professional manner, providing information as requested and acting as a crucial point of contact for Weston College MIS department at the Knightstone campus.

- Maintain and report staff absence and leave records.

- To carry out inductions for new staff on MIS procedures and policies.

- Enter and record LRS data and access LRS information for staff.

- Work closely with Weston staff to develop effective course reports, data analysis and statistical reports for self-assessment purposes.

- Deal with both external and internal mail, logging and distributing accordingly.

- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.

- Undertake other duties applicable to the establishment and Weston MIS Department that are appropriate to the level of the post and adhere fully with the security requirements of the prison with regards to prisoners, equipment and professional conduct.

PERSONAL QUALITIES
You will need strong organisational skills, an understanding of office management systems and excellent time management skills. As a member of Weston College you will be committed to developing your skills in using technology and data to enhance learning and have outstanding attention to detail. You will be self-motivated, enthusiastic, flexible and have the ability to understand and interpret data.

CONTACTS
The post holder will have frequent contact with Weston College and Prison Education Framework (PEF) staff, members of the prison service, partner organisations and offender learners.

HEALTH AND SAFETY
All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT
All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

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CONDITIONS OF SERVICE
The College standard Contract of Service for Support staff applies.

SALARY
Hay 10 Scale: £18,696.00 - £20,835.00 per annum.

HOURS
Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C/Level 4 or above (or equivalent), including English Language and Mathematics. *All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.*	✔	
Administration qualification or experience	✔	
Recent experiences demonstrating competence in IT usage particularly Microsoft Office.	✔	
Relevant Level 3 qualification in administration, secretarial skills or ICT		✔
Experience of working in an education setting, particularly prison education		✔
Excellent attention to detail, organisation and time management skills	✔	
Experience of data input and analysis particularly in relation to processing individual data and collating information for reports		✔
An understanding of and compliance with data protection legislation		✔
Confident communication skills and able to express information and ideas in a manner that is appropriate, concise and accurate	✔	
Ability to respond to a range of queries professionally and to take appropriate messages	✔	
Able to respond positively to changing circumstances and responsibilities	✔	
Able to quickly assess available information and make decision affecting own area of work and work on their own initiative	✔	
Able to analyse data and ensure accuracy of figures	✔	
Ability to participate with other team members and contributing constructively, able to work unsupervised	✔	
Able to communicate effectively with a wide range of people at different levels	✔	
Able to generate ideas to improve performance in own job	✔	

PERSON SPECIFICATION