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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Admissions & GDPR Administrator

**Department:** Student Services

**Hours:** Full time hours of 37.5. Weekend and evening working may be required when business needs demand.

**Reports to:** Student Services Coordinator

**Salary / Scale:** Support Spine Band 4 - £17,874.50 – £18,784.00 per annum - £1

**Date of Issue:** January, 2022

**Organisation Chart:**

Director of Student Services

Student Services Coordinator

Admissions & GDPR Administrator

1. **Aims and Purpose of the Post**
   1. The effective and efficient processing of student applications, arrangements and delivery of student interviews, student enrolments, transfers, withdrawals, examination entries and inputting of data onto the MIS system.
   2. The provision of a professional, courteous and knowledgeable front of house service for Student Services including handling of student and course enquiries.
   3. To provide administrative support to the GDPR/ Data Protection Function.
2. **Specific Responsibilities**
   1. The provision of a professional, courteous and knowledgeable front of house service for Student Services including handling of student and course enquiries.
   2. To dispatch accurate and full information to students in line with the Student Services standards.
   3. To process all course applications, transfers and withdrawals entering details onto the MIS system and the tracking of student admissions to the point of registration.
   4. To ensure all student documentation has been completed and signed in accordance with College regulations and awarding body requirements.
   5. To collect, process and record fees and payments as required.
   6. To administer GDPR data sharing agreements
      1. Work across college to identify where agreements are needed
      2. Send agreements and track responses
      3. Log any existing agreements
   7. Monitoring and reporting of cross college staff training completion of GDPR / Data Protection packages.
   8. Logging, monitoring and administration of Data Protection Related Requests.
      1. Providing initial responses, and requesting clarification as necessary
      2. Co-ordinating responses from cross college departments
   9. Redaction of Data Subject Access Requests
      1. Identification of redaction requirements, where other data subjects may be involved.
      2. Accurate and consistent redaction of multiple data types
      3. Selecting data extraction VS redaction as appropriate on a per case basis
   10. Administration and Organisation of Training / Workshops / CPD relating to GDPR.
   11. Working across college to review Data Audits / Registers of processing ensuring records are maintained up-to date and match to privacy notices. Making recommendations to Data protection co-ordinator over legal basis for processing.
   12. To promote and adhere to the College’s Safeguarding Policies and Procedures
   13. To promote and adhere to the College’s Health & Safety Policies and Procedures
   14. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times
   15. The active promotion of and commitment to best practice in equality, diversity & inclusion
   16. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College
   17. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc. bank/public holidays)\*\* 10% discount on College courses

Free on site parking On-site Gym

Subsidised catering High Street Discounts

(\*\* = pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed: (Employee) …………………………..…………………… Date: ……………………..

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification;** Admissions & GDPR Administrator |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent work experience |  | X |
| Relevant Professional Qualification or proven track record | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| **Experience & knowledge** |  |  |
| Experience of working within response service level agreements |  | X |
| Experience of working with data protection (GDPR) requests |  | X |
| Experience of working with confidential information | X |  |
| Experience of identifying and selecting relevant data for redaction |  | X |
| Experience of creating reports with information from a variety of different sources | X |  |
| Experience of dealing with customers | X |  |
| Experience of working in Education or similar environment |  | X |
| **Ability/ Skills** |  |  |
| Thorough working knowledge of Microsoft Word and Excel | X |  |
| Ability to read, analyse and interpret sometimes complex information | X |  |
| Ability to write, reports, business correspondence and business procedure documents | X |  |
| Ability to present information effectively and respond to questions from, employees, clients and customers | X |  |
| Ability to monitor budgets and produce basic financial information | X |  |
| Ability to operate standard software packages, and software | X |  |
| Outstanding organisational and administrative skills | X |  |
| Able to maintain total confidentiality | X |  |
| Outstanding interpersonal communication skills | X |  |
| **Personal Attributes** |  |  |
| Evidence of ability to learn successfully from past experience to improve future performance | X |  |
| Willingness to operate flexibly | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Knowledge of policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.