



**Warrington
& Vale Royal
College**

Our mission is: 'Inclusion, realising potential; transforming lives'

JOB DESCRIPTION

Job Title: MIS Apprentice Administrator

Responsible to: MIS Manager

Accountable to: Director of MIS

Job purpose

To assist the Student Records Manager and Examinations Manager in the recording of student, college and examination data.

Key responsibilities

- Ensure accurate information is recorded on the college's student record system.
- Ensure data flows provide accurate and timely reporting of information including the enrolment, registration and resulting of learners, in accordance with funding and audit requirements.
- Make exam entries, registrations and claims using awarding body portals and EDI files as appropriate.
- Assist with the preparation of exam packs and conduct of examinations
- Maintain an up-to-date working knowledge of the funding methodologies applicable to further, higher and community education.
- Keep abreast of changing requirements and ensure all systems are compliant with requirements.



- Work collaboratively and positively with contacts in other business support services and curriculum departments.
- Ensure effective communication with line manager regarding work in progress, implementation of developments and emerging trends or issues.
- To provide information for written and verbal enquiries from staff, learners and external organisations, liaising with members of the section and other college staff as necessary.

Other Responsibilities

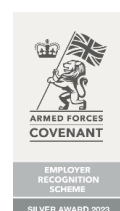
- To adopt a flexible approach to work providing support to areas within the MIS team as required.
- To support the development and maintenance of the MIS Service Level Agreement and regularly monitor compliance with standards therein.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

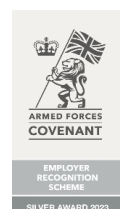
- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.



- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Responsibilities common to all Managers

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- To contribute to and promote the achievement of the College's Mission, Values and British Values.
- Participate in performance management review and take responsibility for the completion of agreed objectives.
- Participate in relevant professional development, ensuring others do the same.
- Ensure all staff and students comply with the Health and Safety at Work Act 1974.
- Ensure that all staff and students comply with the College's Equality & Diversity Policy.
- Be aware of and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- Hold team meetings and disseminate College briefings, feeding back staff comments as appropriate.
- Accept responsibility for safeguarding, promoting the welfare of children and vulnerable adults and Prevent.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste
- Undertake any other duties commensurate with the grading of the post.



Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our college values are:

We put our students and customers first - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

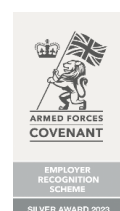
We pursue excellence in all we do - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- 5 GCSEs (grade 4 or above) or equivalent, including English Language and Mathematics.
- 3 A Levels, an Extended Diploma, or an equivalent Level 3 qualification

Experience and knowledge

- IT Literacy – MS Office including Word, Excel and Outlook

Skills and abilities

- Attention to detail and accuracy
- Excellent organisational skills.
- Ability to build and maintain effective professional relationships with a wide range of internal customers.
- Understanding and commitment to continually improve the quality of service provided to customers.
- Ability to work well in a team.
- Ability to work in a confidential manner.
- Self-motivation and a willingness to learn and develop new skills
- The ability to grasp new concepts quickly.
- Flexible approach to hours of work.
- To contribute to and maintain College values.
- Must demonstrate suitability to work with children and vulnerable adults.

Updated October 2025

