

**Job Description**

<b>Job Title</b>	Student Administrator
<b>Job Holder</b>	
<b>Responsible to</b>	Head of Student Services, Head of Operations
<b>Date</b>	

**1. Job Purpose**

The purpose of the role is to be central in the management of student movement throughout the college, giving consistent communication to students and other areas of the administrative/ teaching function to ensure student data is captured accurately and effectively enabling the college to meet its statutory obligations to both funding and awarding bodies. Working closely with the Head of Student Services to ensure the students evolving needs are met effectively and the Head of Operations for the creation of student timetables in line with course expectations

**2. Duties and Responsibilities**

**Duties**

- Attendance Monitoring: Daily attendance monitoring through the LTA attendance monitoring system, flagging any attendance concerns to the Head of Student Services ensuring captured data is as accurate as possible.
- Managing Data Input: Capturing the full student data life cycle from induction to graduation. Creating all student email addresses and ID cards and managing the implementation of them. Maintaining accurate records on personal information both for the College's records and council tax exemption purposes. Assisting with student report gathering/ collation where necessary.
- Creating statutory reports: Owning statutory student data reports for our awarding bodies and UKVI. Ensuring reports are collated in a timely and organised fashion working with other members of the administrative team to ensure all student data is kept and organised ready for annual report filing.
- Construct and maintain student timetables: Working closely with the Head of Operations to construct the annual and termly college timetable via filemaker the college's timetabling software for all courses of study. Ensuring that incoming students timetables match their level of ability and meet the requirements of the specific course.

- Creating graduation certificates to be signed by the Principal, ensuring term dates are communicated clearly to all stakeholders clearly and in plenty of time.
- Supporting the Head of Operations and head of Student Services in ensuring the smooth operation of the student experience.

### **3. Context**

Laine Theatre Arts is a distinctive and highly successful performing arts College specialising in Dance and Musical Theatre and producing graduates who are fit to work professionally in all situations in the performing arts industry. The faculty are professionals some of whom have teaching qualifications and others are highly experienced experts in their field. The focus of the College is vocational rather than academic and much of the work is practical. The most important outcome of the course is placing graduates in professional work and the College's reputation has been built on the extraordinary success of its graduates.

### **4. Relationships**

Directly responsible to the Head of Student Services and Operations

### **6. Knowledge and Experience**

#### **Knowledge and Experience**

- Previous experience in an HE environment preferably in a similar role
- Proficiency in using and managing Microsoft Office and other more niche software programmes
- Strong organisational and clerical skills
- Excellent phone etiquette and communication skills
- Personable and approachable to students who need support
- the ability to manage multiple tasks in a busy environment
- experience in the creation of student timetables is desirable
- ability to work as part of a larger team and managing deadlines
- attention to detail on report creation and checking
- previous experience in safeguarding is desirable

### **8. Additional Information**

The College policies are an important resource for all employees. It sets out Laine expectations and important conditions of your employment. A copy of the college policies can be found in the front office and are available on our website/ staff course on Blackboard.