

Data Administration Assistant

School:	Capel Manor College	Posted:	17th January 2020
Location:	Middlesex, Greater London	Expires:	5th February 2020 12:00 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	TBC	Job ID:	1085088
Hours:	Full Time		

Capel Manor College

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Data Administration Assistant

Full Time, Permanent

36 hours, 52 weeks

Enfield

Capel Manor College is the only College in London that aims to deliver outstanding and inspirational land-based learning opportunities across the Greater London region. Our most recent Ofsted report rated the College "good" with good effectiveness of leadership and management. Aspiring to excellence, the College has an excellent reputation for quality, is financially strong and has continuous growth in student numbers. Fundamental to the College's forward-thinking strategy is support for the environment and food supply in Greater London and the southeast

We are seeking to appoint an experienced Data Administration Assistant within our Admissions Team

The successful candidate will be experienced in an office environment and have good administrative skills. You will show proven knowledge and experience in the application of all aspects of IT including spreadsheets, databases and word processing. You will show willingness to learn new techniques and commitment to work as a member of a team.

The ideal candidate will play a lead role in the administration of the data admissions process from enquiry to enrolment for all funding streams.

Providing accurate and timely responses to data processing requests in order to meet internal and external deadlines.

What's in it for you?

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme and full access to Capel Gardens.

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 4 February 2020

Interview Date 11 February 2020

Safeguarding Statement:

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