

MIS Administrator (0.5 FTE)

Job specification pack



Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the

tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.

We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance

- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme



Sacha Corcoran, MBE (Principal)

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

– Kindness – Respect – Inclusivity – Authenticity – Inclusivity –

What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

"The teachers always find time to help."

"I love the small class sizes, and the fun environment created."

"I get to do something I love with other people who have the same interests as me."



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

- **PostTitle: MIS Administrator (0.5 FTE)**

- Salary: £25,000 per annum pro rata to £12,500 per annum
- Part time: Part time, permanent position
- Start Date: As Soon As Possible
- Reporting to: MIS Manager (0.5 FTE)
- Location: Big Creative Academy, Clifton Avenue, E17 6HL
- Purpose of the role: The post holder will be responsible for the accurate processing of student data.
- The successful applicant will be responsible for a wide range of administration tasks in relation to student information and examinations.

- **Main Duties**

- **MIS**
- Support MIS Manager in the setting up of course files, register timetable for students, teaching staff and classrooms;
- Process student enrolments, withdrawals and transfers in line with academy's procedure and funding policies;
- Provide MIS statistical information and reports as required;
- Set up and monitor the accurate and timely completion of registers and support with attendance reports;
- Monitor and input progression / destination data on the MIS system;
- Liaise with recruitment, teaching and support staff to enable the accurate and timely collection, recording and reporting of Student and course related information;

continued...

- Ensure compliance with internal audit guidelines and the Data protection Act.
- Support MIS Manager with effective production of regular ILR submissions.
- Assist in data quality checks to improve data quality and optimise funding.

Exams

- Assist Examinations Manager in providing accurate and timely registration and entry of students for external examinations in line with academy procedures and complying with all awarding body requirements.
 - Assist Examinations Manager in communicating the rules and procedures of the awarding bodies and JCQ with the academic staff.
 - Assist Examinations Manager in making all necessary arrangements for the running of examinations, such as preparing the timetable, arranging invigilation, rooming/seating plan and ensuring any other requirements, such as exams access arrangements, are met.
 - Ensure secure receipt, storage and distribution of exam papers prior to examinations, and of scripts following examinations, and to take responsibility for resolving any problems as they arise.
 - Brief invigilators and students on the running of exams and, any special requirements as appropriate.
 - To distribute entry details and examination results promptly to students and staff and
 - to check and distribute certificates received from awarding bodies and deal with post-results queries/reviews.
 - To ensure examination results are entered into the student records system and that accurate achievement data is produced.
 - To provide a high standard of customer service to learners, academic teams and other colleagues, providing advice, guidance and support on examination and assessment related issues as required.
 - To perform any other duties reasonably falling within the purview of the post.
- **Other Duties and Responsibilities**
 - To carry out all duties in accordance with the Academy's Health and Safety, Safeguarding & Equality & Diversity policies and procedures, practices and procedures.
 - To carry out any other duties as directed by the Line Manager.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Competencies	<p>Level 3 qualification</p> <p>4 GCSE passes including Maths and English Language at grade C, or equivalent</p>	L2 NVQ Business Administration or equivalent
Relevant Experience	<p>2 years' experience in an educational management information environment</p> <p>2 years' experience in an administrative role</p> <p>Experience of working proactively with internal and external customers</p>	Awareness of data protection and safeguarding
Knowledge Skills/Ability	<p>Good level of computer literacy including Microsoft applications (MS-Excel, MS-Word, MS-Outlook)</p> <p>Ability to deal with difficult front line situations tactfully and effectively</p> <p>Ability to prioritise workload and complete work within deadlines.</p> <p>Ability to deal with routine and unexpected situations</p>	<p>Knowledge of Academy policies, procedures and practices</p> <p>Basic knowledge of academy's financial systems</p> <p>Managing confidential and sensitive information</p>
Personal Skills	<p>Flexibility</p> <p>Able to work under own initiative</p> <p>Enthusiastic</p>	
Suitability to work with children, young people and vulnerable adults	<p>Motivation to work with children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.</p>	

How to apply

You must be eligible to work in the UK and possess a UK work permit if you need one. For an informal conversation about the role please call reception on 0208 498 3300 and ask for the person whom the post reports to.

To apply you must complete the application form found at www.bigcreative.education/bca-jobs by 5pm on Friday 6th January 2023.

Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



What our staff say...



I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated “good” by Ofsted at our last inspection.

[Read the full report >](#)

Useful links

[BCE promo video >](#)

Socials

[Insta @we.are.bce](#)

[Twitter @we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

bigcreative.education

