

	Role Profile
Job Title	Quality & Data Administrator
Salary Range	£26,231
Contract	FTC
Main Location	Portland College
Hours and basis	37.5 hours per week
Reports to	Examination, Quality, Data, Administration (EQDA) Team Leader & Data Manager
Date of Issue	March 2024
Why Portland College needs this role	
<p>Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. The college has a outstanding Ofsted rating and a good CQC rating.</p> <p>This role is critical to support the quality assurance activity of the college which helps to inform leadership and management. The successful candidate will provide support to the Quality Team and APQC and act as an intermediary with staff – ensuring consistency throughout all departments</p>	
What you will be doing	
<ul style="list-style-type: none"> <li>Supporting the Quality and Data Team through business support including data inputting, document production, storage and retrieval, information management and general administration duties specific to the quality assurance activities of the college.</li> <li>Supporting the Quality and Data Team's implementation of GDPR</li> <li>To create and maintain reports to a given standard and schedule the college, including outreach provision.</li> <li>To support the Quality and Data Team with running attendance and achievement reports.</li> <li>To support the Learning and Teaching department with administration duties such as inventory management, cover administration, timetabling, organisation of work placements &amp; petty cash.</li> <li>Collation of key documents central to a learner's programme.</li> </ul>	
Key results we want to see from this role	
<ul style="list-style-type: none"> <li>Timely and accurate data inputting</li> <li>Reporting to agreed DPQFE schedule</li> <li>A consistent approach to data and reports and ensuring the entire quality and data team follow the procedures created as directed by the DPQFE.</li> </ul>	
Dimensions of the role	
<ul style="list-style-type: none"> <li>Provide accurate and timely reports for Senior Managers and the Quality and Data Managers.</li> </ul>	
Key work relationships	
<ul style="list-style-type: none"> <li>EQDA Team Leader</li> <li>Quality Improvement Manager</li> <li>Data Manager</li> <li>Administration team</li> <li>Care</li> <li>Education Team Leaders</li> </ul>	

### Other Information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK

### Other Duties and Responsibilities

- Such other duties as the management may from time to time deem to be reasonably required

The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
Signature of post holder

\_\_\_\_\_  
Date

I have read and accept the duties and responsibilities outlined in this role profile.