

## **Job Advert**

### **Student Data Assistant**

**Middlesbrough**

**Permanent**

**25 Hours Per Week – Term Time Only (38 weeks)**

**Actual Annual Salary: £9,367 – £9,610** (based on increments, starting salary is £9,367)

**FTE Salary: £15,991 - £16,406**

Cleveland College of Art and Design is dedicated to providing the best education to new and existing students both locally and nationally. The successful candidate should be an enthusiastic, organised and committed individual who will join our MIS and Examinations team.

We are looking for someone who possesses excellent interpersonal skills and is able to deliver informative solutions to regular student queries. You will use the College MIS system to input, check and extract information accurately. You will also assist your team and act as front of house in order to administer the student sickness absence procedure.

In return as a member of Cleveland College of Art and Design's team of staff you will be provided with:

- *The opportunity to develop your career and demonstrate you can reach achievable goals;*
- *The opportunity to be supported to regularly update your skills and knowledge;*
- *The opportunity to make a difference to the lives of young people in the Tees Valley; and*
- *Membership of the local government pension scheme with employer's contributions.*

**Closing date for receipt of completed applications: 5<sup>th</sup> December 2016**

**Applications must be on our application form available at <http://ccad.ac.uk/> or you can request a pack by emailing [personnel1@ccad.ac.uk](mailto:personnel1@ccad.ac.uk) If you have any questions please call 01642 856119.**

*Cleveland College of Art and Design recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults. Enhanced DBS check will be required.*