



**The
Ladies' College**
Guernsey

Job Description
Data Entry Assistant
Part-time, term-time only

The holder of this post is responsible to the Head of IT.
Hours by negotiation but expected to be 15-20 hours per week.

Aims

The Data Entry Assistant will be responsible for entering data from various source documents into The Ladies' College computer systems for storage, processing, exporting and data management purposes.

Remuneration

SAA1 scale (£12.22 to £14.17 per hour depending on experience)

Responsibilities

- prepare, compile and sort documents for data entry, e.g. examination entries, students' academic reports
- check source documents for accuracy
- verify data and correct data where necessary
- update data and delete outdated or obsolete files
- combine and rearrange data from source documents where required
- enter data from source documents into, e.g. other documents, spreadsheets, the College's Management Information system, files and forms.
- Updating data in the College's Management Information System as required
- check completed work for accuracy
- store completed documents in designated locations and databases
- respond to requests for information and access relevant files to retrieve data
- print information when required
- comply with relevant data integrity and security policies
- Adhere to the College's confidentiality code
- Complete required tasks within the desired deadline

Key skills

- planning and organisation
- Fast and accurate keyboard skills
- Computer literacy (training will be given on the College's network and information systems)
- competent literacy and numeracy skills (GCSE or equivalent in English & Maths, grade C or above)
- attention to detail
- confidentiality
- ability to work co-operatively as part of a team
- ability to meet deadlines

Confidentiality

The post holder will be required to sign a confidentiality agreement in respect of the large amount of potentially sensitive information handled by College administrative staff.

The Ladies' College has a duty to ensure that all staff are suitable to work with children. We apply for an enhanced police check when an offer of employment is made and this offer is subject to satisfactory results from this check and from two referees. We also ask employees to sign a declaration stating that they are medically fit to work.