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**JOB DESCRIPTION**

**JOB TITLE: Senior Administrator**

**SALARY: £27,344**

**REPORTING TO: Finance & Corporate Services Manager**

**LOCTION: Springvale Head Office**

**JOB PURPOSE: Collect and analyse data to provide qualitive/ quantitative reports; using analytical and research skills to gather and communicate real time information to funders and managers. Full training will be provided on the TAMM’s system.**

**DUTIES AND RESPONSIBILITIES**

* Responsible for gathering and importing data from a range of sources onto the TAMM’s system
* Expertly applying innovative techniques to help manipulate, analyse and visualise reports.
* Ensure that all data adheres to the specified operational format, meets operational deadlines, and aligns with learning outcomes and performance criteria.
* Design and generate KPI reports from the TAMM system, presenting findings to the senior management team and the wider team to address evolving business demands.
* Be responsible for updating and maintaining both the company TAMM’s database and associated systems as required.
* Be responsible for analysing TAMM reports and updating the company database as required, suggesting any changes that could be implemented to improve data quality.
* Work as a member of the operational team to achieve the business goals and objectives.
* Work with colleagues to consistently enhance internal practices and procedures for an efficient and effective service.
* To fully adopt and embed Springvale’s equal opportunity policy, ensuring all learners, colleagues, and customers are treated fairly and impartially, showing respect for all.
* Always represent Springvale in a professional manner.
* Any other duties as deemed necessary by the line manager.

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**Person Specification**

Essential Criteria

Qualifications, experience and knowledge.

* Minimum of three years’ experience working with databases, spreadsheets, and reporting tools.
* Demonstrable experience of collecting and organising data from various sources: databases and spreadsheets.
* A thorough practical knowledge and understanding of office processes and administrative tasks
* Experience of adhering to governmental department requirements

Skills and Abilities

* High levels of attention to detail and knowledge retention.
* Excellent IT and Excel skills.
* Able to work under own initiative and within a small team .
* Ability to work within organisational guidelines and to strict reporting timescales.
* Ability to communicate effectively and concisely, reporting information to other areas of the business, with the wider team, senior management team, and external bodies where appropriate.

Desirable Criteria

* Experience of working in education or training
* Qualification in Excel
* Experience using computer packages.