**BPP Job Description**

**Job Title** **University Attendance Administrator**

**Department** **CX and University Operations**

**Location** **London Portsoken Street**

**Additional details** Travel to other locations may be required - 3 days in centre

**Contract type** **​Full time and Permanent​**

**Hours of work** Monday – Friday 09:00-17:30

**Reporting lines** Attendance Operations Manager

**Job Purpose**

It is the responsibility of University Attendance Administrator to support the retention and performance of students through proactive attendance monitoring communications. To be responsible for the collection, input and maintenance of student attendance data and to ensure that attendance data is accurate and reportable.

The role holder is responsible of monitoring students through all stages for the engagement policy and escalating at risk students.

**Key Responsibilities**

* Spot checks and audits on University Attendance reporting processes (in-centre and online)
* To issue formal non-attendance warnings as per process, and where appropriate, notice of withdrawal from programme
* Authorising student absence in appropriate systems flagged through student support team
* Respond to adhoc attendance queries as and when required
* Providing a daily report of accuracy to the International Engagement Team and Schools on students who have hit the maximum threshold for non-attendance hitting stage 3 of the Engagement Policy
* Provide guidance to students regarding the University attendance monitoring requirements
* Proactively engage with students at risk of non-compliance and make necessary referrals to appropriate support teams
* To provide accurate, reliable and reportable data for UKVI audit requirements

**Skills, experience & qualifications required - Essential**

* Previous experience in an administration role
* Impeccable attention to detail and a high degree of accuracy
* Strong administration and organisational skills whilst being able to adhere to processes
* Excellent communication skills
* Flexible approach to working in a collaborative environment whilst being a great team worker

**Skills, experience & qualifications required - Desirable**

* Experience of the international student lifecycle in higher education
* Experience of using Banner and Salesforce, or other student records systems

*BPP actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates.  BPP will select candidates for interview based on their skills, qualifications and experience. Please note that for those posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake a DBS check in addition to BPP undertaking any necessary online searches. This is deemed appropriate and necessary from a safeguarding perspective, and in line with BPP’s safer recruitment practices.*