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**Job Description**

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| **MIS Systems Administrator** |

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| **Responsible to: MIS Manager****Accountable to: Vice Principal, Resources** |
| **Salary: SFCA Support Staff Spine Pt 30-33 (£23,851 - £26,330 FTE)**  |
| **Hours of work:** Permanent, Full Time, 37 hours per week |

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| **Job Purpose:** To assist the MIS Manager in the maintenance/housekeeping of the College Management Information Systems including designing and producing reports. |

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| **Key Duties and Responsibilities**:* Maintain the REMs, Cedar and MySQL databases applying updates and patches as required by software suppliers to live and test systems, making full use of external support services as appropriate.
* To produce high quality, accurate and timely reports in an accessible format to support the operation and management of the College using a variety of software tools including Microsoft SQL Server Reporting Services, Microsoft Access, and Excel.
* To design, develop and maintain database queries (SQL Reporting Services) which interrogate and extract data in meaningful formats, to schedule, from the College’s student records systems.
* To develop and maintain an extensive range of SQL Server Reporting Services reports which enable users to interrogate student information from the student educational portal (Cedar) and from Civica REMs SQL database.
* To assist the MIS Manager in providing advice to College Leadership when information is required to support planning, operational activity and decision making.
* Assist the MIS Manager in maintaining and updating the core data in REMs, Cedar and other MIS applications.
* To devise and implement a routine maintenance and data cleansing timetable to ensure the student databases, ILR and associated reports deliver consistent and accurate information at all times.
* Be instrumental in the continual development of software and information management tools currently used by the College: Cedar, REMs, Goldmine and other external data sources. Take an active role in future software and systems developments.
* Participate in curriculum planning and timetabling, creating and maintaining course structures, working with Curriculum Leaders to record timetable activities and provide accurate timetable information to all college staff and students.
* Support student applications processes by developing REMs and associated reporting to collect and maintain applications data providing management with accurate planning information throughout the applications cycle.
* Design, develop and be involved in enrolment activities and provide managers and teachers with live enrolment statistics.
* Assist the development and maintenance of the REMs Exams modules including transfer of A2C data, and the provision of accurate reports which support all examination operations.
* Maintain standard documentation for all software operations associated with the college’s information systems as approved by the MIS Manager.
* Assist the MIS Manager in providing training and development to all staff within the College.
* To assist all members of the MIS and Exams team with technical and non-technical support to ensure the objectives of the team are met.
* To undertake any other reasonable duties/activities as required by the Principal or designated alternative.
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| **Notes:**The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment and our equal opportunities policy.This job description is not necessarily a comprehensive definition of the post and is subject to review following consultation.**This post is subject to enhanced disclosure from the Disclosure and Barring Service.** |

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| **Gateway College is subject to the Safeguarding Vulnerable Groups Act 2006 which requires that any candidate appointed must produce:*** **A DBS clearance certificate**
* **Proof of identity**
* **Proof of qualifications**
* **Proof of the right to work in the UK**
* **Suitable references**

**All of these documents must be produced BEFORE commencement of employment.** |

Gateway College is an equal opportunities employer, committed to equality in employment and services.

Mission Statement: Striving for excellence in education