

JD 1 – November 2018

Job Title: Management Information Services Officer

Location: Newham

Contract type: All year round, Full Time (though Part Time will be considered)

Contract term: Permanent

Times: 37 hours a week all year round.

Salary: O23 – O28 £25,333 to £29,010 (depending on experience)

Job start: January 2019 (if possible)

Accountable to: Head of MIS

Core Purpose:

To assist with all aspects of LDE UTC's Management Information Services (MIS), Data, Examinations and Administration. You will work with all members of the College administration to ensure the efficient and accurate functioning of the support staff roles. The main areas of this role include the maintenance of data, assessment, curriculum information, timetables and examination processes.

You will be working with the LDE UTC Trust to ensure their vision is met, by ensuring the highest standards and expectations are promoted and achieved.

Key Responsibilities:

PLEASE NOTE: This Job Description sets out the main areas of support required but actual duties will be varied and moulded to the experience and capabilities of the successful candidate and the requirements of the College.

Data, Assessment and Curriculum:

- Enter data onto LDE UTC's MIS (currently Capita SIMS) accurately and efficiently;
- Extract data as required by the Head MIS, Senior Leaders, and other staff;
- Support all staff in the use of data and MIS systems at LDE;
- Help in the production of strategic and operational data for analysis by various management groups within the LDE UTC.
- Import data and from a variety of external sources as required;
- Assist with the production of the College Census as required;
- Manage behavioural and report databases as required.
- Monitor Management Information Systems as required.

Examinations:

- Assist with examination administration, organisation of examination materials and ensuring examinations run smoothly (both external and internal examinations).
- Assist with the recruitment and training of invigilators;
- Act as an invigilator as required;
- Assist with the organisation of and smooth running of GCSE and A Level results days.

Timetabling and Cover:

Working in collaboration with Head of MIS:

- Assist with implementing the timetable on SIMS;
- Where required, ensure the updating of learner choices and issuing amended timetables;
- Manage room changes and room bookings as required;
- Assist with the organisation of daily cover.

Administration & General:

- Be a proactive member of the support staff to ensure the provision of an efficient and effective administrative service to the College.
- Build positive and constructive working relationships with other colleagues, sharing best practise, skills and knowledge in areas of expertise.
- Establish effective working relationships and communicate in a timely manner with other agencies/professionals, colleagues, parents etc as required.
- Liaise with all relevant outside agencies, other Colleges and educational establishments, as necessary.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined commensurate with the grade of the post as directed by the Principal.
- Take reasonable care of health and safety of self, other persons and resource whilst at work.
- Willingness and commitment to own professional personal development

How to apply:

To apply for this position please complete an application form including a supporting statement. Application forms can be found on our website. <https://www.ldeutc.co.uk/apply/staff-vacancies.aspx> Ensure that all required details are completed. Applicants missing key information will not be called for interview.

you can hand you application in:

- via our website
- via TES.com
- emailed to brooke.holdgate@ldeutc.co.uk
- posted to

Brooke Holdgate, HR Manager
London Design & Engineering UTC
Docklands Campus
15 University Way
London E16 2RD

Timings:

The closing date for applications is 12 noon on Tuesday 11th December. Interviews will take place in the week beginning Monday 17th December.