

## POST DESCRIPTION

### Assistant MIS Manager

**DEPARTMENT:** MIS (Management Information Services)

**RESPONSIBLE TO:** MIS Manager

#### PURPOSE OF POST:

To assist the MIS Manager in the operation, evaluation, further development and monitoring of the College's MIS Systems to ensure provision of a responsive and proactive service which meets the needs of staff, students and external stakeholders

**SALARY:** The Assistant MIS Manager is graded at support staff scale point 35 – 38 (£28,371 - £30,869.)

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

**Responsibilities** which might change from time to time are as follows:

1. To support the development, monitor and review of MIS (Capita UNIT-e and Cedar)
2. To run ILR returns, identify and fix errors in accordance with the current ILR specifications
3. To assist with the preparation, validation and checking the accuracy of returns
4. To deputise for the MIS Manager as required.
5. To develop and assist with the production of analytical reports using an array of software including, but not exclusive to, MS Excel, MS Access, SQL Server Reporting Services, Crystal Reports, and Capita UNIT-e.
6. To maintain a reporting system for college Common Data Sheets used by SLT, Heads of Faculty (HoF) and Heads of department (HoD).
7. To communicate with SLT/HoFs to ensure that they have the required data/reports such as exam reports, to assist in the quality monitoring process.
8. To produce and use a timeline for reports.
9. To train staff in the use of existing and new data systems.
10. To assist with the production of data relating to student numbers, retention, achievement, success rates and destination data for both internal and external use.
11. To ensure that any student reporting information needed by external bodies is delivered accurately and on time.
12. To work with other staff to assist with the work flow of data, developing reports where necessary.
13. To ensure that College MIS operates within the College's General Data Protection Regulation (GDPR) Policy.



14. To keep up to date with ILR specifications and guidance. To undertake staff development and training relevant to the position.
15. To be part of the enrolment team inputting and checking data and ensuring accuracy and quality is maintained.
16. To be responsible for the production of the College's student and staff ID cards.
17. To ensure that adequate audit evidence is kept to support the information in the learner record; this includes assisting in collection of audit evidence for internal and external auditors
18. Provide excellent customer service to all
19. To take part in the college's annual Performance Management process
20. To perform such other duties commensurate with the grade and the nature of the post, as required by the Principal and Line Manager.
21. To contribute to the College's Catholic ethos.

This job description may be subject to revision depending on the future needs of the post and the College. Any changes will be discussed with the post-holder prior to implementation.

## PERSONAL AND PROFESSIONAL REQUIREMENTS

### Method of Assessment

A = Application    I = Interview    T = Task    C = Certificate/s    R = Reference

### Essential

<p>All staff must make a positive contribution to:</p> <ul style="list-style-type: none"> <li>• the Catholic ethos of the College and its distinctive nature</li> <li>• the College Equality and Diversity, Health and Safety and Safeguarding Policies and Procedures;</li> <li>• the pursuit of excellence and the highest standards of quality in all aspects of College life;</li> </ul> <p>their own professional development, in accordance with the needs of the College</p>	
<p><b>Relevant experience:</b></p> <ul style="list-style-type: none"> <li>• Data entry and data quality experience .</li> <li>• Experience of internal and external audit regimes .</li> <li>• A minimum of 2 years' Experience of MIS systems using SQL</li> </ul>	A, I, R
<ul style="list-style-type: none"> <li>• GCSE pass at grade C or above in Maths &amp; English (or equivalent)</li> </ul>	A, I, R
<ul style="list-style-type: none"> <li>• Strong Knowledge of IT software (MS Office and Excel)</li> </ul>	A, I, R
<p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge of the use and capabilities of database systems</li> <li>• A sound understanding of funding, and the impact on curriculum design and delivery</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to work to strict deadlines</li> <li>• Ability to manage a team</li> </ul>	A, I, R



<ul style="list-style-type: none"> <li>• Strong organisational skills with the capacity to manage a busy and varied workload, respond to change and prioritise accordingly.</li> <li>• Ability to retain focus and ensure accuracy.</li> <li>• Ability to communicate.</li> <li>• Ability to be a team player with self-motivation</li> <li>• Flexible to work some evenings/ weekends at certain times of the year</li> </ul>	
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• Ability to retain focus and ensure accuracy.</li> <li>• The ability to establish effective working relationships with members of staff and with students</li> <li>• Flexibility to work on a wide range of tasks</li> <li>• Ability to work on own initiative</li> <li>• be willing to work flexibly within the College and its learning environment</li> <li>• possess self-direction and motivation but be able to follow guidance with limited supervision</li> <li>• Good record of attendance and punctuality</li> <li>• Willingness to train other team members to enhance overall team effectiveness</li> <li>• Ability to challenge, question and chase answers and actions</li> <li>• A commitment to Safeguarding and equality and diversity</li> </ul>	A, I, R

**Desirable**

<ul style="list-style-type: none"> <li>• Educated to Degree level in a subject relevant to the post</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of using Capita's UNIT-E</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of working within a Sixth Form College as part of an MIS team</li> </ul>	A, I, R
<ul style="list-style-type: none"> <li>• Understanding of Further Education offer</li> </ul>	A, I, R

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: 9am on 30 September 2019.**

It is intended that interviews will take place on Wednesday 2 October 2019.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

### **About Notre Dame Catholic Sixth Form College**

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

### **An Outstanding College**

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

### **Our Community**

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example, students at the College are encouraged to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs (medical, dentistry and veterinary science enrichment group) and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

### **Staff at Notre Dame Catholic College**

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

### **What our staff say about Notre Dame Catholic College**

Teacher of Law

*'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'*

Head of Department

*'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'*

Course Leader

*'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'*

Teacher of Health and Social Care

*'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and*



*appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'*



**Notre Dame**  
CATHOLIC SIXTH FORM COLLEGE

## What our students say about Notre Dame Catholic Sixth Form College



Name: Amy Kitchingman

High School: Bruntcliffe School

Programme of Study: A level English Literature, English Language, History and EPQ

Careers/ university aspirations: BA English at the University of Cambridge

What do you like most about Notre Dame:

*Notre Dame enabled me to follow my dreams with the support of the amazing Enhancing Excellence scheme and the English Department.*



Name: Isacc Grinnell

High School: David Young Community Academy

Programme of Study: A level Politics, Art and Geography

Careers/ university aspirations: BA Politics at Lancaster University

What do you like most about Notre Dame:

*Notre Dame is a really good community to be a part of because you are with people your own age. I felt Notre Dame's ethos is really good and i felt it had good values about people and there is a great support system in place.*



Name: Kyra Clarke

High School: Carr Manor Community School

Programme of Study: A level Business, Economics and Sociology

Careers/ university aspirations: BA Economics and Politics at The University of Manchester

What do you like most about Notre Dame:

*My favourite thing about my time at Notre Dame was the excellent economics teachers who helped me find a passion for the subject I am now studying at university.*