

# Job Description: MIS Officer

## Reporting to MIS Assistant Manager



The key purposes of this support role are to:

- A: Ensure student records data are up to date, accurate, funding compliant, useful and available**
- B: Ensure data is available to College stakeholders and reported correctly in a timely and useful format**
- C: Provide instruction and familiarisation to appropriate staff across the College such that they can use College systems effectively**
- D: To support wider College data management and administrative processes**

	<b>Responsibilities of this post are to:</b>
<b>A: Ensure student records data are up to date, accurate, funding compliant, useful and available</b>	Keep the student record system up to date, based on notifications of changes via forms, face to face, phone and email.
	Ensure the accuracy, currency, integrity and consistency of data held in the student record system
	Ensure that MIS procedures are adhered to and that data requirements are met including working with the rest of the immediate team in implementing MIS controls to satisfy audit requirements
	Produce and maintain detailed procedure manuals
	Take a key role with maintenance of the student record system and other MIS systems including roles, permissions and set up defaults
	Setup and maintain courses on the student record system
	Check and correct funding returns using specialist software and DfE guidance
<b>B: Ensure timetables and data are available to College stakeholders and reported correctly</b>	Use curriculum planning tools to create and update timetables on the student record system and raise issues or queries with the appropriate member of staff
	Identify timetable issues such as clashes and collaborate with other staff to resolve the clashes effectively, with minimal impact on learners

<b>in a timely and useful format</b>	Make changes to timetables in response to rooms required for exams and assessments, re-rooming lessons in appropriate alternative spaces
	Provide accurate and timely information as required for college management and teaching staff
	Form productive working relationships with Student Journey, Exams, Adult Education, Apprenticeships, other college teams and senior staff and any staff who may be customers
	Provide accurate and timely data for external data returns and reports including for ESFA and Ofsted, external bids and to satisfy audit
	Contribute to the accurate and timely returns to third party providers of key College data including ALPs and 6 Dimensions
	Ensure compliance with relevant legislation including GDPR, FOI and Safeguarding
	Ensure that all reports, data and timetables are sanity checked to ensure accuracy and so confidence in the customer
	Develop an understanding of wider educational reporting, such as the Qualification Achievement Rates and national educational statistics.
<b>C: Provide instruction and familiarisation to appropriate staff across the College such that they can use College systems effectively</b>	Become an expert on the student record system (and related systems) in order to give the best advice to staff.
	Work with other teams and departments across the College identifying skill and experience gaps specifically with the student records system
	Instruct College staff providing guidance documentation where needed to close experience gaps
	Working proactively to advise and assist data entry users of the student record system
	Raise any software faults or queries with the software supplier and assist in diagnosing and applying fixes where required.
	Identify process improvements making recommendations for changes and where appropriate implement changes
<b>D: To support wider College data management and administrative processes</b>	Undertake data related research projects as and when required
	Work across College to support and cross reference to other data-base systems including in IT, HR and Marketing where required
	Work flexibly to assist linked functions during times of peak workload
	Work within College policies and procedures with particular regard for health and safety, equal opportunities and the overriding need to safeguard children and vulnerable adults in our care
	Undertake such duties related to the work of the College as may be assigned, consistent with the level of responsibility

	Support the MIS Manager and MIS Assistant Manager in investigating and using emerging technologies
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Undertaking any duty that may reasonably be required by the MIS Manager or College Senior Leadership team.

Note- this job may require infrequent evening or weekend working at busy periods, for which you will get time in lieu or overtime by prior agreement with plenty of notice.

**PERSONAL PROFILE**

<b>QUALIFICATIONS</b>	Level 2 English and Maths to grade A-C or 9-4.
	Able to use Microsoft Excel or similar
	High competency in using Microsoft Outlook for mail and calendars.
<b>SKILLS/ PERSONAL QUALITIES</b>	Suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly
	Highly organised, analytical and accurate, strong IT skills and the ability to assimilate information quickly
	Excellent communication skills; a calm and reassuring manner; a ready appreciation of the importance of good public relations and commitment to high quality customer service
	The ability to extend your knowledge through your own research and practice.
	The ability to work under pressure, meet deadlines and retain a sense of humour
	The ability to work with colleagues as part of a team
	The ability to work with a high degree of confidentiality and to be reliable and trustworthy
	An interest in education and a determination to place the needs of students, staff and customers at the centre of the College's arrangements
	A readiness to respond flexibly and promptly to changing needs and circumstances, to meet the College aims and objectives
	Able to follow processes with a high degree of accuracy and the ability to identify data flaws for correction
	Flexible, willing to work across a variety of changing tasks and parts of the organisation
	Able to work independently with minimal supervision
	Able to prioritise work effectively and seek advice when unsure, while keeping stakeholders up to date on progress

## MIS Officer | MIS

Dear applicant,

Thank you for taking an interest in the MIS Officer role.

We are a top performing 6th form 16-19 college with around 3,000 students primarily taking A Level programmes, with a significant amount of vocational and T Level provision. We run some provision at Levels 1 and 2, apprenticeships, a small amount of adult work including professional courses and HE.

This role is an exciting opportunity to join Cirencester College's MIS (Management Information Systems) team and utilise your excellent communication skills, attention to detail and proactive thinking.

At present, we are a well-regarded (95%+ positive rating by staff) team of six: a Manager, Assistant Manager, 2x MIS Officer (this role), MIS Compliance Officer and a further MIS Officer with different focuses to this role. We're looking to replace a key role in the team, so we can continue to deliver a great service for our staff and students. Over the last 8 years, the MIS department has experienced a huge number of changes and improvements to develop our enrolment, timetabling and data services for the college.

The job description details exactly what tasks, skills, tools and technologies are involved in the job. If you don't know what some of them are, please don't let this put you off. The most important thing you can bring to the role is enthusiasm, a willingness to learn and the ability to play a key role in a small team. We're looking for someone who can really absorb new information and skills quickly. Excellent communication and IT skills are a must.

This role is a full time role, including college half terms and breaks (excluding Christmas). The MIS team operates over the entire calendar year in order to complete enrolments and deliver timetables to staff, among other crucial tasks, not least ensuring the college's funding to deliver education to young people.

This role will be varied and have a major impact on the experience that our students have. There will be opportunities to suggest changes that can be made to processes and procedures to support the college as it grows and develops.

If you are interested in this role, please apply or contact us for more information as we would really like to hear from you.

Yours sincerely

Callum Perry

MIS Assistant Manager