



**SHOOTERS HILL
SIXTH FORM
COLLEGE**
RECRUITMENT PACK

MIS ASSISTANT

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect.

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life.”

OFSTED 2024



SHC

A great place to work

SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter.

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare
- and much more



INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of around 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.



School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

- Coffee Corner
- Greenwich School Sports Partnership
- Fully Equipped Fitness Suite
- Swimming Pool
- Art Gallery
- City View Restaurant
- T Level Facilities
- Immersive Room



Additional Reading

Further context of our college and our vision can be found within these booklets.

- **Ofsted Reports**
<https://www.shc.ac.uk/ofsted>
- **College Vision and Strategic Intent Booklet**
https://issuu.com/shsfc/docs/strategic_intents
- **College Prospectus**
https://issuu.com/shsfc/docs/prospectus_24-25
- **College GSSP Sports Initiative Booklet**
https://issuu.com/shsfc/docs/gssp_booklet



EDEI STATEMENT

Equality, Diversity, Equity & Inclusion

At Shooters Hill Sixth Form College, we are more than just a place of learning, we are a thriving community where every individual, both students and staff alike can flourish.

We are dedicated to fostering the personal and professional growth of all our members, ensuring that each person feels valued, supported, and empowered.

Our commitment to diversity goes beyond celebration; we actively embrace differences, challenge stereotypes, and stand firm against discrimination.

Together, we are creating a college where inclusivity is not just an aspiration, but a lived reality.



ADVERT

MIS Assistant

Shooters Hill Sixth Form College is a bold, ambitious institution where excellence, equality, diversity equity and inclusion aren't just ideals they're our everyday mission. We create a welcoming, empowering environment where learners and staff reach their full potential and step confidently toward their future aspirations.

Salary: Scale 5 - Starting at £31,524

Contract: Full time, All Year Round

We are currently seeking to appoint an MIS Assistant to join our dedicated MIS Team.

The successful candidate will be a highly organised individual, who works well under pressure, has excellent attention to detail and has experience and knowledge of working with data and office based systems. Excellent communication skills are key to this role as you will be working alongside all departments within the college, as well as students, parents and external organisations.

If you possess these attributes and you are looking for a new opportunity, then we look forward to hearing from you.

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Due to the safer recruitment process, we are unable to accept CVs as a form of application.

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2024.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.

JOB DESCRIPTION

MIS Assistant

GRADE : SCALE 5

RESPONSIBLE TO : HEAD OF MIS

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job Purpose

To support the management of data within the MIS department, ensuring that it is complete, accurate and of high quality. To provide assistance to the Head of MIS in meeting the data needs of the college and to work collaboratively within the Exams and Curriculum Teams.

MAIN TASKS & RESPONSIBILITIES

In common with all other staff

- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.

In common with all support staff

- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college, and work outside of regular daytime hours.

In common with all MIS and Exams Staff

- As part of the MIS team, take part in college development projects, this involves working with colleagues on project implementation teams and liaison with other college and external service teams.
- Attend and contribute to team meetings and briefings.
- Consult and feed back to colleagues and students as necessary, passing on appropriate information to other team members.

JOB DESCRIPTION

MIS Assistant

In common with all MIS Staff

- Other duties as reasonably required by the College Strategy Group (CSG).
- Participate in the annual cycle of performance management, professional development, service area operating and review processes, and college quality improvement planning.
- Supervise agency staff, trainees and students on work experience.

DUTIES AND RESPONSIBILITIES

- Be a core part of the MIS team, providing high quality services to both internal and external customers.
- Work with the Head of MIS and other colleagues to maintain high levels of data accuracy with the student records system.
- Work with staff and students to rectify and resolve issues found in both data and the processes and procedures surrounding the management of the data.
- Manipulate and analyse data using spreadsheets to support quality control of the data and fulfil ad-hoc requests for information.
- Work with the Head of MIS to drive efficiency and quality improvements to the service.
- To amend registers as requested by curriculum areas and CSG.
- To set up and maintain mark books in Pro-Monitor to record learner's progress and achievement.
- Report on attendance trends including use of varying register marks.
- To support the MIS Team with other duties to meet the needs of the department as and when required.
- To process change of programme, change in student detail information, absence notifications and withdrawal change requests accurately and efficiently and communicate any changes, as applicable to relevant staff.
- To support the Head of MIS in advising and implementing improvements and changes in student record systems and databases.
- To process changes to students' contact information.
- Carry out regular tasks in Pro-Solution and Pro-Monitor to support the college business processes and teaching and learning activity.
- Contact schools to obtain students' prior examination results when required.
- To support the management and entry of data in the student record systems.
- Using the students record systems and digital productivity tools in providing timely and accurate data reports as required.

JOB DESCRIPTION

MIS Assistant

DUTIES AND RESPONSIBILITIES

- To support the college enrolment process at the college.
- To support in the period leading up to Parents' Evening by communicating booking information to parents over the phone and through email.
- To communicate information in good time to both parents and students via sending emails/SMS messages.
- Generate Minimum Target Grades for students.
- Upload Progress Review data into ALPS.
- Carry out data cleansing in preparation for regular data returns such as ILR and Six Dimensions.
- Use PDSATS to identify and rectify data anomalies.
- To ensure accurate timetabling for both students and staff.
- To carry out other duties as reasonably required by the Line Manager.

ADDITIONAL INFORMATION ~ Working Arrangements

Hours of work: 35 hours per week - all year round. Routine fixed daily start and finish times between 08:00 & 18:00 by agreement. Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

Given the nature of the institution's core activities, there are occasions when staff may be asked to work later for meetings, events, open days and the like. These hours to be negotiated with individual staff and time of in lieu / additional payments agreed in advance of such occasions. From time to time other clerical tasks will have to be undertaken provided they are within your competence and commensurate with your level of responsibility.

JOB DESCRIPTION

MIS Assistant

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2024.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION

MIS Assistant

Requirement	Essential	Desirable	Selection Method
Qualifications			
A level 3 qualification (i.e. A-Levels, BTEC National, GNVQ Advanced)	Y		AF/I
Experience			
Experience of professional administrative environment specialising in data capturing and documenting information	Y		AF/I
Experience of working with and managing large volumes of data	Y		AF/I
An advanced working knowledge of the Microsoft Office Suite and display experience of writing, implementing, updating and following office policies and procedures	Y		AF/I
Experience of understanding, interpreting and applying detailed guidance		Y	AF/I
Previous experience of working in a busy office environment		Y	AF/I
Skills and Attributes			
Ability to work flexibly as a member of a team and to forge excellent professional working relationships	Y		AF/I
An organised, consistent and accurate approach to record keeping, problem solving and show a strong analytical ability	Y		AF/I

PERSON SPECIFICATION

MIS Assistant

Requirement	Essential	Desirable	Selection Method
Skills and Attributes			
Ability to respond and meet tight deadlines and independently prioritise work to a concise timeframe	Y		AF/I
Display good interpersonal skills including high levels of accuracy and attention to detail	Y		AF/I
A flexible and responsive approach to the changing priorities and demands of office tasks and workload peaks	Y		AF/I
An understanding of and commitment to equal opportunities and practical ideas for implementation through the scope of the post	Y		AF/I

KEY

AF = APPLICATION FORM

I = INTERVIEW

INTERVIEW AND ONBOARDING

MIS Assistant

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

The interview process will consist of a college tour, pre-interview assessment task/s (teaching will include a microteach) and a formal interview.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: hrteam@shc.ac.uk Referees will be contacted at the point of offering an interview.

Onboarding

Appointment

If you are successful in interview, you will be conditionally offered the position dependent on:

- Proof of ID: 3 forms of original ID must be provided - TBC on appointment
- References: 2 professional satisfactory references must be received before appointment
- Qualifications: Original copies of required qualifications must be provided
- Satisfactory enhanced DBS
- Medical check
- Successful probationary period

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college.

Ensuring a smooth start through the initial few weeks and months in their new ro

TIMELINE

MIS Assistant

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Closing date for applications: Monday 2nd June at 10am

Shortlisting: 3rd June 2025

Interviews to commence: Soon after shortlisting

Start date: ASAP

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

Telephone: 020 83199725

Email: hrteam@shc.ac.uk

Website: www.shc.ac.uk



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives