



Job Description

Post title:	MIS and Examinations Assistant
Based at:	Haringey Sixth Form College
Reports to:	Director of MIS and Examinations
Salary:	H06, £33,529 – 1.00 FTE, (36 hours per week)

Main Purpose of Role:

To maintain the College's MIS system (REMS) to ensure completion of the Individualised Learner Record (ILR) and to supply high quality reliable data which ensures the efficient day-to-day functioning of the college.

Working closely with the Director of MIS & Exams, the candidate will work with staff across all areas of the college including the Examinations Officer, students and teaching and support staff.

Enrolment will form a significant part of the role, together with the requirement to prioritise and support in all aspects relating to MIS and Exam deadlines.

Key Areas of Responsibility

The following duties are not shown in order of priority of frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this role.

1. Maintain the College MIS system (REMS) to ensure data is robust and up to date. This will involve taking responsibility for the accurate input and revision of college data.
2. Working closely with the Director of MIS and Examinations, develop an understanding of how the ILR (Individualised Learner Record) aligns with the day-to-day aspects of data management within the college.
3. Working closely with the Director of MIS and Examinations, develop an understanding of ILR documentation, regulation and requirements to ensure that data is accurate.
4. Working closely with the Director of MIS and Examinations, provide support in all aspects of data preparation to ensure the accurate and timely return of ILR funding returns.
5. Assist with the cross-college enrolment process and follow-up actions in the post enrolment data cleansing process. This will include taking responsibility for the accuracy of student Qualifications on Entry and monitoring of exam results via the DfE Learning Records Service (LRS).
6. To assist the Examinations Officer in all areas concerned with college examination procedures.
7. To ensure the accuracy of MIS data passed to awarding organisations.
8. To support the Examinations Officer during and in preparing for the November, January and Summer exam periods.

9. To provide general exam support with specific responsibility for the receipt and distribution of certificates, including requests from past students.
10. To have an awareness of the MIS and Exam department deadlines, aims and targets, both short and long term.
11. To assist your fellow team members with urgent priorities, maintaining an overview of their duties to enable you to cover as necessary.
12. To engage in CPD as required to enable the post holder to fulfil all the duties of the post.
13. Any other duties within the remit of the post as may be required

Additional Information

The post holder may be required to work outside of normal college hours on occasion, with due notice.

The post holder may be required to take on any additional responsibilities and duties, as required and as directed by the Director of MIS and Examinations. This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay.

Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to adhere to and comply with all college policies and procedures.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. the post holder must be aware of and comply with the requirements of the Data Protection Act (DPA) details of which will be made available.

Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required. It does not form part of the terms and conditions of employment.

Person Specification

	ESSENTIAL	DESIRABLE
Education and Training: evidence of		
Education to level 3 or Degree	*	
IT related qualification		*
Knowledge and Experience: evidence of		
Previous experience of administration in an educational setting		*
Proficiency in using Microsoft Office Packages	*	
Expertise in using Excel to report on and manipulate data in an efficient manner		*
Experience of maintaining centralised databases	*	
Experience in using REMS or other MIS software		*
Knowledge and experience in the regulation and preparation of ILR data		*
Experience of administration in an education setting		*
Knowledge and experience in working in an Exams Office or engaging with exams staff		*
Commitment to the implementation of the College's Equal Opportunities Policy	*	
Personal Skills and Abilities: evidence of		
Ability to work to proactively to concrete deadlines	*	
Ability to develop collaborative working relationships with colleagues	*	
Ability to work effectively in a team	*	
Attention to detail and work to a high degree of accuracy	*	
Ability to listen, process information and follow instruction to a high degree of accuracy	*	
Ability to use initiative and work independently	*	
Positive motivation when working under pressure	*	
Confidence to review and improve to established systems		*
Good organisational skills, the ability to work under pressure and to strict deadlines	*	
Excellent interpersonal and communication skills	*	
Flexibility: able to adapt to new situations quickly and effectively	*	
Willing to adapt working hours during key exam periods		*
Willing to undertake training connected with the post	*	
Good sickness / attendance record in current / previous employment (does not apply to disability related absence)	*	