**ROLE SPECIFICATION**

**JOB TITLE:**  **Management Information Services Manager**

**RESPONSIBLE TO:** **Assistant Principal**

**Context**

Winstanley College employs approximately 200 staff and has approximately 1900 students, primarily studying A-Level courses.

**The Purpose of the Position:**

To have responsibility for the MIS service and department to provide clear and accurate monitory data and to ensure data accuracy in funding and other external returns, in particular;

* Work closely with relevant senior managers and the MIs department to develop the college management information systems
* Be accountable for timely and accurate returns to all college funding bodies and external organisation’s
* Develop and maintain meaningful and accurate data systems and reports to inform;
1. strategic decision making
2. the effective monitory of student progress
3. efficient college administration monitoring staff and student attendance and registration, registration, student applications and enrolment timetabling, examinations, results, course master file information
* Ensure that the MIS service is fully compliant with all legal, funding bodies, GDPR and audit regulations

**Main Responsibilities:**

* Develop and maintain the college`s MIS platform (currently UNIT e) and management information systems and records
* Work with the Director of Finance and Resources to provide timely and accurate funding returns and other required reports for funding bodies, external agencies and college management
* Monitor and report on actual and projected student applications, enrolment, retention, achievement, destinations and associated funding
* Work with senior managers to plan college timetabling, ensuring teaching groups are balanced and to optimum sizes
* Work with senior managers to support whole college processes such as staff and student attendance & registration, examination results, applications, enrolment, monitory of student progress, college events such as master classes and taster days
* Support the quality assurance cycle data through the delivery of post examination review data retention and achievement data and equality & diversity data analysis
* Provide support for the exams team as required
* Develop systems to assist the college in moving towards digital based MIS systems reducing paper-based processes and unnecessary bureaucracy
* Develop data dashboards to facilitate the effective use of data across the college and to make data more accessible and relevant to the needs of data users in the college
* Represent the college at appropriate external meetings and user groups
* Work with senior managers to develop practices, procedures and systems to ensure that the college complies with all legal funding bodies, data protection, GDPR and audit requirements
* Line manage, support, develop and be responsible for the appraisal of MIS team members

**Management of Budgets;**

* Participate in the strategic and annual planning process and prepare plans and budgets for MIS as needed

**Other Duties**

* Undertake other duties as required

**Duties and hours during College closure**

Duties, hours and location of work may be different during term holiday periods in accordance with college requirements. You may therefore be required to carry out additional/alternative tasks within the scope and range of the position.

**Terms and Conditions**

This is a full time post, full year. Salary is in accordance with Sixth Form Colleges Support Staff pay spine point 51 (currently £42,252 per annum) rising to point 54 (currently, £45,161 per annum).

Hours of work: Monday- Friday, 8.30-4.30 p.m. but may vary to meet the requirements of the College.

There is a contributory Occupational Pension Scheme and other Sixth Form Colleges terms and conditions accompany this position.

**Notice period:** You are required to give three months’ notice to the College to terminate your employment.

***Winstanley College is committed to safeguarding and protecting the young people that we work with.  As such, all post are subject to the `Safer Recruitment` process, including the disclosure of criminal records and vetting checks.  We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the College***