



STAFF VACANCY

ASSISTANT MIS MANAGER

TO COMMENCE AS SOON AS POSSIBLE



Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



Holy Cross College

Catholic Sixth Form College and University Centre

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Principal Ms C Vitti

April 2025

Dear Applicant,

Thank you for your interest in the advertised post of Assistant MIS Manager at Holy Cross College, Bury.

As a Catholic College for the Community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our incredibly dedicated, caring and expert staff.

We have a first-rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals. All of these elements were highly praised in our Ofsted report where we were rated "Good" for some judgements and "Outstanding" for others, including Behaviour & Attitudes, Personal Development and provision for High Needs students.

We see our students as unique individuals and we do all that we can to encourage them to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here.

We run a highly successful University Centre with two partner universities. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the college, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>.

If you feel you meet the requirements of the post and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the college in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources department (by email only) **by 8.00am on 8th May 2025**. Interviews will take place on 16th May 2025.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

Yours faithfully

Carina Vitti
Principal

Department Information

The MIS department facilitates the collection, storage and distribution of information across the College. The aim of the Department is to provide all the stakeholders in the College community with the information each person requires to do their job and achieve the College's Strategic Aims and Objectives. The Department is continually striving to make improvements to all its systems and processes to make positive contributions towards helping the College fulfil its mission and ethos. We use a bespoke MI system built on an SQL Server and rely on the creativity and skills of college staff to develop and maintain its software and protocols.

The Department, together with the College's Software Development Team, continually reflects on, reviews and updates the software it uses in response to the needs of its stakeholders and external requirements. The Department supports a wide range of college functions: Admissions, Examinations, Timetabling, Careers, University Centre, Finance, Pastoral and Curriculum service. The MIS Department also has overall responsibility for the input and accuracy of data in the College database systems, and for developing systems to ensure data held is valid and accurate. The MIS Department handles many internal and external data and reporting requests and plays the key role of ensuring the college meets the requirements of its annual funding returns.

The current structure of the Department includes the MIS Manager, the new role of Assistant MIS Manager, and MIS Administrator. The purpose of the role is to assist the MIS Manager in the management, development and use of the information service across the College. You will lead on collaborative projects, liaising with other teams to develop creative solutions to meet the needs of the College.



Job Description

JOB TITLE:

Assistant MIS Manager

REPORTING TO:

MIS Manager

LIAISING WITH:

College staff and external agencies

HOURS OF WORK:

36.25 hours per week, throughout the year

SALARY/GRADE:

Points 20 to 21 of the Support Staff Salary Spine - £36,283 - £37,401 per annum

PURPOSE:

- Lead on the collation of information pertaining to, and the production of, statutory returns for the College and University Centre. You will apply appropriate quality assurance processes to satisfy audit requirements and ensure all published timeframes and deadlines are adhered to.
- Leverage existing MI reporting tools while actively supporting the creation of new ones, as needed, to interpret and analyse essential college data. Present insights effectively to stakeholders across all levels of the organisation, tailoring the approach to meet diverse requirements.
- Administer relevant external systems used by the College, ensuring compliance with appropriate data security legislation when transferring college information to their platforms.

MAIN DUTIES AND RESPONSIBILITIES:

- Lead on the collection of information across the College and University Centre, ensuring appropriate processes are in place to facilitate high quality data collection and analysis, enabling stakeholders to make informed decisions and drive improvements.
- Support the MIS Manager to produce valid statutory funding and data returns, ensuring appropriate quality assurance processes are followed, and that relevant statutory guidance and audit tools are used, and that issues are resolved in a timely manner to facilitate 'clean' returns.
- Contribute to the development of projects in MIS and the wider IT systems, helping drive the development of existing, and new reporting, where appropriate.
- Make use of available tools to deliver new, and maintain existing reporting solutions across the College, ensuring that stakeholders have a high degree of trust in the information provided by college MI systems. This will include taking responsibility for developing existing skills in MS Office, as well as committing to developing skills with new and emerging technologies, as appropriate.
- Work closely with the MIS Administrator to ensure departmental work requests are triaged, completed in a timely manner and delegated where appropriate.
- Updating and maintenance of the MIS team shared calendar, communicating upcoming deadlines and commitments with members of the team, and more widely, as required.

- Work closely with other support areas to promote the effective use of MI systems. Engage with colleagues to identify opportunities for improvement, driving changes that enhance both efficiency and effectiveness wherever possible.
- Pursue continuous professional development (CPD) to enhance the role's ability to provide technical support to MI system users across all levels of the organisation. Escalate issues promptly to the appropriate teams when they fall outside the scope of the role.
- Assist with the development of reports (for example, using Microsoft SQL Server Reporting Services, MS Power BI and MS Excel).
- Develop and maintain MIS Team process and procedure documentation.
- Support the team, and other teams across the College at key points throughout the year, for example, on Results' Days and during Enrolment, where we play a pivotal role.
- To undertake any other duties of an equal nature as assigned by the Principal or his/her designated alternate.



Person Specification

Qualifications/Attainments	Essential	Desirable
GCSE Grade 9-4, or equivalent, in Mathematics and English Language	✓	
Qualifications at Level 3 (A Level, BTEC or equivalent)	✓	
Degree (or equivalent level qualification) in a relevant area		✓
Ability to undertake further training and development as required	✓	
Experience	Essential	Desirable
Experience of working with information or data systems, managing and maintaining data	✓	
Proficiency developing reporting solutions using SSRS and/or Power BI (or similar)		✓
Experience of working in a busy environment with the ability to respond positively to challenges	✓	
Experience of working successfully in a team environment whilst managing own workload and keeping to strict deadlines	✓	
Experience of delivering data reporting solutions to stakeholders at all levels.	✓	
Experience using and supporting student record systems		✓
Knowledge of the FE/HE sector and associated funding methodologies and statutory reporting		✓
Knowledge/Skills	Essential	Desirable
Proficient with standard office IT packages	✓	
High level of skill with MS Excel	✓	
Understanding of good data management principles	✓	
Highly organised	✓	
Ability to work accurately, under time pressure	✓	
Ability to analyse and interpret information, presenting output in manner appropriate to the audience	✓	
A positive outlook, with excellent problem-solving skills	✓	
Excellent time keeping and attendance record subject to the provisions of the Equality Act 2010	✓	
A commitment to the continuous development own skills, keeping abreast of relevant new technologies	✓	



General College Information

Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to apply for sabbatical leave
- Family friendly policies
- Free car-parking (on and off-site)
- Automatic enrolment into the Teachers' Pension Scheme / Local Government Pension Scheme
- Excellent opportunities for CPD and individualised induction programmes for new staff
- Cycle to work scheme (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, staff well-being initiatives, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

We start the year with a Mission and Ethos Day and staff BBQ, have a staff retreat for new starters, and at the start of the summer term we have a Community Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at a local Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

How well do our students achieve?

The 2024 exam results indicate:

Pass rate at A level is 98%

11 students achieved at least 4 A*/A grades at A Level (including EPQ)

479 individual A*/A grades achieved

1090 individual A* - B grades (high grades) achieved in total

Pass rate for Level 3 BTEC Extended Certificate is 100%

95% high grades across all subjects (DS*, DS and M)

Pass rate for Level 3 BTEC Extended Diploma is 100%

100% high grades (DS*, DS and M)

For BTEC Level 3 qualifications, 129 individual DS*/DS grades were achieved

205 DS*, DS and M grades earned in total by our students

Strong Value Added scores for A Level and Vocational Courses

Past and Present

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2350 16-19 students and a University Centre with 200 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

Music and Drama

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on “Sweeney Todd”, “Miss Saigon”, “Hansel and Gretel”, “Phantom of the Opera”, “Dido and Aeneas”, “The Sound of Music”, “The Wizard of Oz”, “Fiddler on the Roof”, “Les Misérables”, “West Side Story”, “Oliver” and Shakespeare’s “A Midsummer Night’s Dream”. If you are interested in musical or dramatic activities then you won’t be disappointed.

Sport

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

Religious Education

As well as being involved in many areas of College life, the RE Department also teaches the Core RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

Chaplaincy

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

Caring for our Students

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Progress Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors and Progress Tutors, and resulting action plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

Private Study

All students have time when they are not timetabled for lessons, and we encourage them to make good use of this. We have fantastic Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 65 networked computers plus 24 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air-conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



Parents/Carers

Our partnership with parents/carers plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents/carers are welcome to contact staff at any time.

College Structure

The structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and Vice Principal (Finance and Resources). There are also Assistant Principals who have responsibility for Curriculum, Quality and Students respectively. There are in addition, a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

University Centre

In addition to our sixth form work, the college has for the last nineteen years had a University centre. Currently we have around 200 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with two partner universities, Liverpool Hope and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees.

Unions

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

Miscellaneous

The college operates a no-smoking / vaping policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:
<http://www.visitbury.com/>