

**JOHN LEGGOTT COLLEGE**

**JOB DESCRIPTION**

**JOB TITLE: MIS Manager**

**REPORTS TO: Assistant Principal**

**WORK PATTERN: 37 hours**

**Purpose of the role**

To lead and develop the college’s management information systems services, working individually and managing a team to fulfil the functions described below.

**Key responsibilities**

**Leadership**

* Lead, support and develop the Learner Information Team (Funding Returns Officer, Timetabling Officer, MIS Input Officer)
* To have accountability for efficient and timely operation of the college’s Learner Information Team
* To ensure the Learner Information Team is sufficiently resourced and appropriately structured to deliver the necessary services.
* To work strategically with the Senior Management Team and other leaders in order to ensure that information and data reporting is timely, insightful, and supports operational priorities plus improvement goals.
* To work strategically to manage the data requirements of the college for both internal and external stakeholders
* To work closely with other college leaders, including SMT, in support of learners’ needs and the requirements of external stakeholders.

**Line Management**

* Line manage the Funding Returns Officer to oversee college submission of accurate and timely funding returns; and to assist in other MIS functions, as appropriate
* Line manage the Timetabling and Resourcing Officer to oversee college staff utilisation, timetabling and rooming efficiency; and to assist in other MIS functions, as appropriate
* Line manage the MIS Input Officer to gain accurate learner number forecasts and assist in other MIS functions, as appropriate
* Line manage the Exams Officer and link with the Exams Team in terms of processing of exam results and other exam data

**Reporting**

* Oversee the provision of regular and effective data reports providing analytical interpretations of the information provided
* Use performance evaluation tools and services to support college leaders in the monitoring, interpretation and management of key performance measures
* To develop the ownership and use of data across the college by all teams to enable effective planning, monitoring and improvement
* Ensure that staff teams across the college have access to timely and accurate learner information;
* Prepare all relevant information and data to support Ofsted inspections and monitoring visits
* Maintain an up-to-date calendar-format overview of external performance data submissions ensure these are met in a timely fashion
* Implement assessment data captures and reports internally, following the college internal assessment calendar
* Prepare and oversee activities linking to college information and data for internal and External Audits
* Oversee parental data access and reports to parents

**Data management**

* Oversee data processing systems ensuring that systems are in place to ensure that data is processed accurately and in a timely fashion.
* Oversee the security and proper usage of the college’s learner data and ensure compliance with the Data Protection Act and other statutory requirements
* Manage and oversee the college’s learner information systems and databases
* Maintain the quality and accuracy of learner records – ensure they meet funding requirements
* Provide application support to college information system users – including the liaison with teams across college to support their needs
* Maintain CIS systems, applying patches and upgrades as necessary and liaising with software providers in the instance of faults

**Development**

* Work and develop with SQL to interface with college databases in terms of upload and retrieval of relevant data
* Develop and implement reports using Microsoft SQL Server Reporting Services (SSRS)
* Create and maintain small bespoke web applications and/or web pages using appropriate technologies such as .NET to integrate with existing college systems.
* Work with IT Services Team to build and maintain interfaces to other systems and IT Services which link to college information.
* Ensure systems, reports and solutions are fully technically documented and available in a one-stop format.

**Funding**

* Keep up to date with funding guidance and new developments in the education sector and apply changes to data processes and procedures promptly, where needed
* Identify funding key issues or policy changes in order to maximise funding claims by the college – keep SMT and the Director of Finance abreast of any such changes

**General**

* To work, as needed, with the IT Network Manager in respect of data management network requirements and interfaces.
* To work, as needed, with the Student Services Manager / Team in respect of enrolment processes / data, and other Student Services functions.
* To support effective safeguarding of all young people throughout the college.
* To attend, as necessary, meetings of college leaders / staff.
* To adhere to college policies and procedures e.g. Equality and Diversity; Health and Safety.
* To develop the skills and confidence of team members and employ performance management policies if needed.
* To work occasional unsocial hours including evenings and weekends, with prior arrangements.
* To undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.**

***We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced CRB clearance.***

Employee signature: …………………………………. Date: ……..………………

Line manager signature: ………………………………. Date: ……..………………