

**JOB TITLE:** MIS Quality and Performance Officer

**ACCOUNTABLE TO:** MIS and Examinations Manager

**JOB PURPOSE** To support the MIS and Examinations Manager in providing a high-quality service to students, staff and relevant external agencies, with a particular focus upon student data and performance systems and the assessment and examinations functions of the College.

**KEY RESPONSIBILITIES**

- To support the MIS and Examinations Manager with the student enrolment.
- To manage and develop the College's assessment recording, tracking and monitoring systems, such as ProMonitor and ProAchieve, along with supporting the training of staff in effectively using these systems
- To assist the MIS and Examinations Manager with the provision of data for cross-college purposes, such as to support Self-Assessment Reports at team and whole college levels, retention and achievement monitoring and value-added reports such as ALPs, Six Dimensions, and to support external monitoring or inspections.
- To develop appropriate data reporting systems to enable governors, senior and middle leaders to track and monitor the experience and performance of different groups of students during the academic year, facilitating communication between the MIS team and both internal and external stakeholders.
- To work with Tier 3 Leaders to identify quality issues within their curriculum areas or departments and support resolution as necessary
- In conjunction with the MIS and Examinations Manager, ensure the timely provision of high-quality management information and analysis to college leaders and staff through both routine reporting and flexible response to requests
- Assist the MIS and Exams Manager to develop systems for the dissemination of data and information throughout the College, providing appropriate levels of access to staff, students and parents in order to support the College's drive for continuous improvement in student outcomes and experience; to organise staff training in respect of such systems

**GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holder's own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

## NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

*I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment.*

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|----------------|--|--------------|--|
| <b>Signed:</b> |  | <b>Date:</b> |  |
|----------------|--|--------------|--|

## PERSON SPECIFICATION

| Attribute   | Criteria  | Method of Assessment |
|---|-----------|----------------------|
| <b>Education &amp; Qualifications</b>   |           |                      |
| A good standard of general education, including GCSE English and Maths at Grade C/4 or above  | Essential | Certs/App Form       |
| Degree level qualification or equivalent  | Essential | Certs/App Form       |
| Qualification in or related to IT/Computing/Information Technology  | Desirable | Certs/App Form       |
| <b>Experience, Knowledge &amp; Abilities</b>  |           |                      |
| Proven track record of analysing user needs and developing MIS systems  | Essential | App Form/Int         |
| Excellent IT skills, including a high level of proficiency in Access and Excel  | Essential | App Form/Test        |
| Ability to interpret and explain complex information requirements and to train others in the use of systems. Well-developed understanding of confidentiality in the context of the MIS role | Essential | App Form/Int         |
| Experience of data analysis in a complex environment with some knowledge of audit and compliance needs  | Essential | Int                  |
| Ability to respond and communicate with others showing sensitivity, clarity and focus   | Essential | Int                  |
| Ability to plan and prioritise work effectively and meet deadlines  | Essential | App Form/Int         |
| Good written and oral communication skills  | Essential | App Form/Int         |
| Experience of MIS management including systems maintenance, security and integration  | Desirable | App Form/Int         |
| Experience of operating and managing complex relational databases in a professional context   | Desirable | App Form             |
| Experience of working in an educational establishment   | Desirable | App Form             |
| Some knowledge and understanding of vocational education at L2 and L3   | Desirable | App Form/Int         |
| Experience of SQL report writing/Power BI data dashboards   | Desirable | App Form/Int         |
| The ability to combine strategic planning with operational problem-solving/decision-making  | Desirable | App Form/Test        |
| <b>Interpersonal Skills &amp; Qualities</b>   |           |                      |
| Flexibility and resilience  | Essential | Int                  |
| Open and approachable manner  | Essential | Int                  |
| Calmness under pressure   | Essential | Int                  |