

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.

Signed:		Date:	
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Attribute	Criteria	Method of Assessment
Education & Qualifications		
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
Experience, Knowledge & Abilities		
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
Interpersonal Skills & Qualities		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int