Job Description for MIS Assistant

Responsible to: MIS Manager

Based at: NCLT Headquarters, Normanton Industrial Estate

Paid on: Band E of the NCLT Support Staff

Contract type: Permanent, 40 weeks per year

OVERALL PURPOSE OF THE POST

- The post-holder will work within the Management Information System (MIS) team and will contribute to data management, data reporting, general College administration and support the development of the College/Academy timetables.

MAIN DUTIES

- Managing administrative elements of timetable construction, under the direction of the MIS Manager and Senior Management, and through liaison with Heads of Department where appropriate.
- Liaising with Student Services on matters relating to student courses, attendance and other aspects of MIS as appropriate, working to support the Student Services Team and broader areas of Trust administration when required.
- Using appropriate computer systems for the collection, maintenance, integrity and currency of data, such as Proachieve, unit-E, Sisra and Bromcom.
- Monitoring and reporting on student data using relevant software packages including Excel, Access, SQL.
- Produce external returns/reports/data etc. working with other managers, as appropriate.
- Process student set changes, changes of course and withdrawals, including entering withdrawal information on to the Prospects system. Liaising with staff, managers and Student Services regarding the completion of relevant paperwork.
- Oversee the PDSAT suite of reports to ensure the integrity of auditable evidence to satisfy internal and external audit.
- Have an understanding of the funding guidance documents and refresh each year.
- Support the development of MIS reporting systems and projects, working in collaboration with the MIS Manager and/or Trust MIS Officers.
- Ensuring procedures prescribed by the Data Protection Act, and other relevant Acts, are observed.
- Engage in ongoing training and development in the use of data, IT systems and software and broader educational issues such as funding and reporting methodologies.
- Support general administration work conducted within Central Administration when required.

- **You may be required to work up to 2 evenings per academic year to support Trust events.**

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

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Person Specification for MIS Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Experience of using, and the ability to demonstrate an excellent working knowledge of Microsoft Office 365 products e.g. Word, Excel etc.	• Experience of administrating web-based data systems. • Previous experience of working in a similar role.
Education and Training	• English and Mathematics at Level 2 (GCSE grade C or above, or equivalent). • Willingness to undertake further training relevant to the post.	• IT qualification at Level 3 or above. • Relevant degree level qualification. • Evidence of relevant training and/or qualifications.
Special Skills and Knowledge	• Good working knowledge of administrating network or web-based products	• Working knowledge of PowerBI • Working knowledge of MS-SQL Scripting, Querying and Reporting Services. • Good working knowledge of relational databases
Personal Skills and Qualities	• Good interpersonal skills. • Able to work collaboratively and to lead collaborative projects. • Able to confidently provide training to others, sharing skills, knowledge and experience. • Good organisational and administrative skills. • Excellent time management. • Ability to work both independently and as part of a team. • Ability to follow instructions and to understand a complex brief. • Ability to communicate and liaise clearly and effectively across all levels of the organisation, and with external organisations. • Capable of developing good understanding of complex educational developments and reporting issues. • Ability to produce work that is accurate and with an appreciation of the importance of quality assurance. • Commitment to continuous improvement of self and willingness to learn from experience and practice both internally and externally.	• Appreciation and interest in the value and application of data reporting systems beyond the process of construction. • Able to coordinate the development of projects which involve contributions from across a team of people. • Initiative; the ability to propose changes to existing systems and reports and to foresee additional systems and reports to enhance existing ones.

Additional Factors	- Enthusiasm and commitment for the post. - Interest and enthusiasm for working in the education sector. - Flexible approach to work and a willingness to undertake a variety of tasks. - Commitment to equal opportunities and safeguarding.	