

Post	MIS Officer
Department	Student and Information Services (SIS)
Responsible to	Director of Student and Information Services
Hours and Distribution	37 hours per week full year As a guide: standard working week = Mon - Thurs 8.30 - 4.30pm and Fri 8.30 - 4.00pm including a half hour unpaid lunch break (some flexibility will be required from time to time to meet operational needs and attendance at events)
Working closely with	Director of SIS

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the **desirable criteria may be used for shortlisting** purposes.

E = Essential D = Desirable

	E	D	Method of Assessment
Qualifications			
1 Good standard of general education including a nationally recognised IT/MIS qualification		✓	Application Interview
Experience and Background			
1. Previous employment in a school or college, ideally working as or alongside an MIS Officer/MIS Assistant		✓	Application Interview
2. Experience of using data monitoring systems e.g ProSolution, ProMonitor, ProAchieve, DSATs, FIS		✓	Application
3. Qualification/competency in using IT applications including Excel, databases etc		✓	Application, Interview and Task
4. Relevant experience in data handling and data manipulation	✓		Application
5. A willingness to undertake training as required.	✓		
6. Experience of making statutory returns to national bodies and the local authority i.e. School Census, School Workforce Census		✓	
Personal Qualities			
1. Excellent organisational skills and an ability to produce work to meet tight deadlines with minimal supervision	✓		Application Interview
2. Awareness of requirements for reports, deadlines and content on a termly and annual basis	✓		Application Interview
3. Ability to communicate effectively and competently deal with a large volume of enquiries from staff, students, parents and external bodies	✓		Application Interview

Person Specification

4. Be flexible, particularly in relation to the hours worked during peak times	✓		
5. Good standard of numeracy and literacy	✓		
6. Check accuracy with an eye for detail.	✓		
7. Exercise a high degree of integrity and confidentiality when handling student data, examination materials and results.	✓		