



FURTHER INFORMATION
MIS MANAGER (SENIOR DATA ANALYST)
Full Time (Substantial Part Time hours considered)

The Post:

The Management Information Systems (MIS) Manager leads the work of the MIS team, with specific responsibility for the management of all aspects of data and management information, including the submission of funding returns to the Education and Skills Funding Agency (ESFA). The MIS Manager is responsible for ensuring that all data required is accurate and produced in a timely manner. The successful candidate will have the ability to analyse data extracted from SQL databases and help staff make informed, data-driven decisions. Experience of working in the education sector is desirable, but not essential. A full induction and training programme will be provided.

The College MIS team consists of a Database Officer and an MIS Assistant, both of whom report to the MIS Manager. The department is integral to all College activity, but works particularly closely with the IT, Exams and Admissions areas.

Hours:

This post is for 36 hours per week, for 52 weeks per year. For the right candidate we are open to discussing a small reduction in hours, but the College requires the presence of an MIS manager for at least 4 days and for most afternoons as this is a largely 'customer' facing role.

Holiday:

Annual leave entitlement is 22 days, increasing to 25 days after 5 years' continuous service, plus 3 statutory days (which must be taken between Christmas and New Year), plus 8 public holidays. Holidays are generally taken outside term time, but given the need to work over the exam results period in mid-late August, there is some flexibility in this regard.

Salary:

The starting salary will be dependent on experience and will be in the range £41,335 to £43,271 per annum, inclusive of fringe area allowance (on a pro rata basis for part time).

College Year:

The College year runs for a period of twelve months from 1st September – 31st August, with the Autumn term usually starting in the late August. Term time is 39 weeks. Working hours for full time staff are 36 hours per week, 8.45 – 5.00 pm (Mon-Thurs) and 8.45 – 4.45 pm (Fri), excluding lunch breaks.

Applications: Completed application forms should be returned to:

The Personnel Manager
Esher College
Weston Green Road
Thames Ditton
Surrey KT7 0JB

Email: jobs@esher.ac.uk

Closing Date: 12 noon, Monday 4th November 2019
Interviews to be held w/c 11th November 2019

