JOB DESCRIPTION

Name:

Job Title: **MIS Manager**

Line Manager: **Deputy Principal**

Summary of Job

To manage the work of the MIS Department, taking responsibility for the delivery of management information across the College systems and ensuring the submission of accurate funding returns.

Responsibilities

1. To manage and run the MIS Department.

    a. To manage the MIS team, providing supervision, direction and setting priorities, in liaison with the Deputy Principal.
    b. Ensure all MIS functions are completed in a timely manner, including tasks such as processing change of courses forms, leaving forms and late enrolments.

2. To provide management information.

    a. To take overall responsibility for the accuracy of College data.
    b. To take responsibility for all aspects of the College's exam statistics
    c. To produce performance statistics for College and department self-assessment reports.
    d. To respond to data requests from a range of College managers.
    e. To develop new reports as required using SQL Server Reporting Services (SSRS).

3. To ensure that the College complies with audit requirements.

    a. To take responsibility for the accuracy of student records and to ensure that the team are fully aware of the requirements in this regard.
    b. To act as the point of contact during a student records audit.

4. To have a clear understanding of the funding methodology and the implications of ILR returns.

    a. To submit accurate and timely data returns to external bodies.
    b. To report on the implications of data returns for College funding.

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5. To act as the main contact with external bodies.

    a. To act as the primary liaison with external agencies in relation to funding and data, including the Education and Skills Funding Agency, the Department for Education, Surrey County Council, the Sixth Form Colleges Association and the College auditors.
    b. To act as the main point of contact with suppliers of value-added information e.g. ALPS and L3VA.

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To make use of value-added data to calculate benchmark grades for the student body.

6. To monitor and report on the admissions process
    a. To monitor the progress of applications to the College in any given academic year.
    b. To identify and access the implications of trends in application data

7. To oversee the student data management of the enrolment process, assessing the implications of emerging enrolment data and reporting to the leadership team.

8. To ensure that the College's system for tracking student progress is maintained accurately, with relevant information uploaded at the appropriate time.

9. To be a member of the timetabling team.

    a. To ensure the generation of accurate MIS data once the timetable is complete.
    b. To work with the team to produce a structure on which Heads of Department can base timetable planning.
    c. To create and publish exceptional timetables, such as during mock exam periods.
    d. To allocate students to Introduction Day taster sessions.

10. To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.

11. To carry out other reasonable requests as may be required from time to time by the Principal.