

February 2021

Dear Applicant,

Thank you for your interest in the post of **MIS Manager**.

The following documents will assist you in your application:

- Job Description and Person Specification and Further information sheet
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> For other enquiries please contact the HR Department – personnel@godalming.ac.uk

The closing date for receipt of applications is **19th February 2021 at 10am**.

Completing your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable us to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

Please return your application form as an e-mail as an attachment to personnel@godalming.ac.uk

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **26th February 2021**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact us if you would like to enquire about the progress of your application. **We plan to hold interviews remotely during w/c 1st March 2021, with the preferred date being Wednesday 3rd, and will notify short-listed candidates as soon as we can after the closing date. Please confirm your availability during this week on your application form.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

JOB DESCRIPTION

Job Title: MIS Manager

Line Manager: Head of ILT

Summary of Job

The post holder will play a vital role in how data and information contribute to decision-making throughout the College. This includes being responsible for ensuring the management information across all of the College's systems is accurate, timely and relevant.

Responsibilities

Management Information

- Contribute and deliver to the broader data strategy for the College
- Ensure that data management processes are suitable for the College's reporting needs, while also meeting regulatory requirements
- Take overall responsibility for the accuracy of all elements of College data, including all aspects of the College's exam statistics
- Produce performance statistics for College Self-Assessment and other events within the College business cycle
- Provide the authoritative source of College data for all College stakeholders
- Lead the development of new reporting systems for the College databases

External Agencies – Returns & Implications

- Lead on the submission of accurate and timely funding returns, to external bodies such as the EFSA and Ofsted, based on the College's underlying data
- Drive reporting on the implications of such data returns on the College's funding, for finance monitoring purposes
- Act as the primary liaison with external agencies in relation to funding and data, including the ESFA, the DfE, the SFCA, local authorities and the College auditors
- Be the main point of contact with suppliers of College data-analysis services, eg. L3VA, ALPS and Six Dimensions

Student Tracking and Records

- Produce accurate forecasts of student enrolment numbers for both the College overall and for each individual course based on data on current students and new applicants
- Manage the database of applicants, courses, timetables and staffing to facilitate the enrolment of students onto courses with valid and efficient timetables
- Provide information on the ongoing participation and performance of students, and advise College managers appropriately. (e.g. retention, attendance, performance grades etc)
- Develop appropriate target grades for students based on external analysis of historic performance (*value-added* and other key performance indicators)
- Facilitate qualitative and quantitative reporting of student progress for students, staff and parents

- **Audit**
- Take responsibility for the accuracy of student records in relation to the Funding and Audit guidance, and facilitating access to the records to be audited
- Act as the point of contact during a student records audit

Additional Responsibilities

- Assist the staff and student body with their compliance with College and public policies, in particular the College's Data Protection Policy and Computer Use policies
- Maintain a comprehensive understanding of public policy in relation to the College, such as Data Protection, Funding Guidance, and public sector Audit
- Actively seek to maintain and extend expertise in appropriate areas and pursue relevant training
- Work as an integral member of the College ILT team, and the wider support staff body, and carry out duties as required
- Demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies
- Perform any other tasks as reasonably requested by the Head of ILT and Principal from time to time

This job description may be varied according to the needs of the College from time to time.

Last review date January 2021

Review carried out by Head of ILT/SMT

Person Specification – MIS Manager

		Method of Assessment
Qualifications		
Educated to, or experience equivalent to degree level in a relevant discipline	Essential	Application / Certificate
Technical qualifications in database management, data management or writing database reports	Desirable	Application / Certificate
Project management qualifications	Desirable	Application / Certificate
Skills		
Demonstrable high level analytical skills (statistical, numerical and funding)	Essential	Application and interview
Able to communicate at all levels (Senior Manager, teacher, parent, student)	Essential	Application and interview
Able to process complex requests, prioritise and call on the help from colleagues to meet deadlines	Essential	Application and interview
High level use of IT; Microsoft Office, database management, SQL Server, live database reporting systems	Essential	Application and interview
Able to understand database models, UML or other ways to describe relationships between database objects	Desirable	Application and interview
Able to use MS Visual Studio, Reporting Services and/or Power BI to deliver online live reporting	Desirable	Application and interview
Experience		
Experience of managing complex data in an environment with changing requirements	Essential	Application and interview
Track record of delivering management-reporting of live data	Essential	Application and interview
Experience of managing MIS in a Further/Higher Education setting	Desirable	Application and interview
Knowledge of the FE Funding system	Desirable	Application and interview
Experience of Ofsted, internal/external audit and other sector-specific processes	Desirable	Application and interview
Acting as a Systems Administrator for Database systems	Desirable	Application and interview
Personal Qualities		
Able to build working relationships in a diverse environment	Essential	Application and interview
Able to deal with new problems, and adapt to a changing situation	Essential	Application and interview
Willing to admit mistakes, and use them as a learning opportunity to improve	Essential	Application and interview
Ability to work both independently and in collaboration with others	Essential	Application and interview
Belief in the value of education	Essential	Application and interview
Commitment to the wellbeing of young people	Essential	Application and interview

FURTHER INFORMATION MIS MANAGER

The College

Godalming College provides an outstanding education to around 2,000 16-19 year old students who are studying academic and vocational qualifications at level 2 and level 3, and enjoys an excellent reputation both locally and nationally. The College was last inspected in December 2019 and was once again judged to be 'Outstanding'. Students travel to the college from a geographical radius of roughly 20 miles and have previously studied at over 100 different secondary schools. 30% of each year group consists of students who previously attended our partner schools in the Waverley Federation, 25% have been previously educated in the independent sector, with the balance made up of state schools either in Surrey, Hampshire or West Sussex. The College offers a broad curriculum of over 35 different courses at A level, BTEC and GCSE. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Taking into account gap years, approximately 75% of students will progress to university, more than 1/3rd of which gain a place at a Russell Group university. Other students progress to dance and drama schools, conservatoires, art college or into employment.

The College employs around 200 teaching and support staff on both a full and part-time basis.

The IT Department

The IT Department currently consists of: Head of ILT, a Network Manager, 2 Software Developers, an IT Service Manager and 2 IT Technicians. The department has overall responsibility for the day to day running of all the College IT network, infrastructure and services, ensuring students and staff have the IT resources to support their teaching and learning. The team is very friendly and caring with a collective sense of responsibility working to their individual strengths, and has strong expertise in a broad range of IT skills. We are proud of our success over many years, helping to play a significant part in the development and innovation at the College for the benefit of all students and staff. The team use MS-SQL, and we're looking to develop our Power Apps to include Power BI for reporting and Dynamics as part of our overall development plan - you will be key to making this project a success.

The Post

This is an exciting opportunity to join a thriving and innovative ILT Team. This role is a central and crucial one with specific responsibility for the management of all aspects of data and management information, ensuring accuracy and that it is always produced in a timely manner. The MIS Manager will lead the development of information and data collection and reporting. You will be experienced in managing data to inform decision-making, and able to communicate with people at all levels in the organisation. We are looking for someone who can further develop the reporting functionality of our in-house MIS systems working alongside our Software Developers and broader team to deliver the best information system available. You will need to be educated to degree level or equivalent in a relevant discipline, demonstrate high level analytical skills and have experience in managing complex data in an environment with changing requirements. Experience of managing MIS in an FE/HE setting and knowledge of the FE funding system would be an advantage but training will be provided for the successful candidate.

Hours:

This is a permanent contract, 36.42 hours per week Monday to Friday: 8.30 am – 4.45 pm, 52 weeks per year. Annual Leave entitlement is 22 days per year.

Salary:

The salary is linked to the Support Staff Pay Spine and will be in the range of £40,688-£45,625 depending on experience.

Applications:

Full details and an application form can be downloaded from our website www.godalming.ac.uk
For other enquiries please contact the HR department via email personnel@godalming.ac.uk

Closing Date: 19th February 2021 10 a.m.

Interviews will take place on: W/c 1st March with the preferred date of 3rd March 2021

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

OTHER INFORMATION

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).

Godalming College Support Staff Pay scale

January 2021

Additional Surrey Allowance on all points of £1073 per year

Scale 1	14	17246
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Scale 2	17	17908
	18	18276
	19	18656
	20	18998

Scale 3	21	19398
	22	19794
	23	20435
	24	21161
	25	21894

Scale 4	25	21894
	26	22618
	27	23345
	28	24071

Scale 5	29	24773
	30	25475
	31	26305
	32	27126

Scale 6	33	28041
	34	28977
	35	29915
	36	30848

Senior Officer	37	31699
	38	32550
	39	33403
	40	34254
	41	35103

Management 1	42	35957
	43	36807
	44	37745
	45	38681
	46	39615

Management 2	47	40551
	48	41576
	49	42511
	50	43530
	51	44552

Management 3	52	45574
	53	46597
	54	47620

Management 4	55	48666
	56	49735
	57	50830
	58	51951
	59	53092
	60	54261

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 - £18998 + £1073 = £20071

36.42 hours per week x 39 weeks per year = 1420

1420 x £20071 divided by 1659 = £17179.51 pa = £1431.62 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42