

Job Description: MIS Assistant

Role Specific

- Work closely with (Management Information Systems) MIS Team Leaders, Curriculum areas and other stakeholders in relation to the timely and accurate processing and completion of tasks involving all aspects of MIS (to include):
 - Completions and Destinations
 - Course set up, amendment, cancellations, class closure and refunds
 - Enrolment, withdrawals, early completers, transfers (including identifying omissions and discrepancies)
 - Student Learner agreements
 - O-line and telephone enrolment processes (to include pay pending reports to gather evidence or payments from students)
 - Processing enrolment trackers for students enrolling onto additional qualifications or from non-funded to funded provision
 - Production and issue of Individual Learner Plans (ILPs) for 16-18 and 19+ learners
 - Rooming, timetables and registers relating to all funding streams and provision types
 - Support resolving Part Time Hourly Paid (PTHP) discrepancies between contract and claims
 - Confirming and merging learner records, unresolved queries
 - Student absence Line checking and recording on MIS
- Processing a full range of enrolments from main enrolment and throughout the year including roll-on roll off provision, with specific regard to the various data and funding requirements (on-line and paper-based)
- To be included in the rota for MIS email inbox with regards to timely responses and customer service
- Carry out regular vital signs exception reports checks ensuring accurate completion in a timely manner
- Contribute to the review of existing processes to ensure the most effective and efficient systems are in place
- Support the process of regular checks on enrolment and register information in line with audit compliance
- Contribute to the monitoring of the on-line enrolment basket
- To attend and contribute to training and refresher sessions with MIS colleagues regarding funding methodology, audit guidance and processes
- Supporting updating and Course Information Sheets for all adult provision
- To keep abreast of all funding requirements working with MIS Managers and Team Leader



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College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	MIS Assistant
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C or above or experience to demonstrate this level of knowledge	Essential
Level 3 qualification or higher	Highly Desirable
Training, Experience and Knowledge	
Experience of working on and inputting data in a computerised information system	Essential
Good working knowledge and practical experience of using Excel	Essential
Good working knowledge and practical experience of Data input systems	Essential
Experience of MIS and Registry procedures	Highly Desirable
Experience of the EBS student records system	Highly Desirable
Personal Skills and Attitudes	
The ability to manage own workload, prioritise tasks, work under pressure and meet competing deadlines	Essential
Possess excellent communication, interpersonal and organisation skills	Essential
A commitment to accuracy and an eye for detail	Essential
Be a team player and be willing to work flexibly as part of a team	Essential
The ability to effectively liaise with staff at all levels	Essential
Have a highly responsive, flexible and adaptable attitude	Essential
Display initiative, be positive and enthusiastic	Essential
Possess excellent ICT skills	Essential
Self-motivated and driven to consistently improve and reflect on own practice	Essential
Flexible approach to working times in line with the College	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential