

ROLE DESCRIPTION

ROLE TITLE:	MIS Assistant
REPORTING TO:	Head of IT & MIS
LOCATION:	Franklin Sixth Form College, Grimsby, DN34 5BY
APPOINTMENT TYPE:	Support staff: Part Time, Term Time + 10 Days
DATE:	May 2026

ROLE PURPOSE:

The Management Information Systems (MIS) department are responsible for the collection, analysis, reporting, and management of data to support and improve college operations. They ensure that systems are in place to support both academic and administrative functions, including student records, attendance, student performance, and timetabling.

The post holder will work as part of the MIS team and be responsible for the provision of the management of data and information in relation to the college's data collection and entry guidelines. They will be responsible for ensuring that data on the MIS system is up-to-date, clean and accurate to ensure compliance with funding and audit rules. They will provide a timely, accurate, and effective service in Data Entry, Data Quality Administration and Data Management.

DIMENSIONS:

Direct reports:	None
Budget responsibility:	None

MAIN DUTIES AND RESPONSIBILITIES

1. The primary responsibility of this position is the accurate and timely entry of data into College Systems.
2. To assist in the provision of direct service to management and staff, including accurate, clean and reliable data entry into the MIS system and the presentation of information in a usable form.
3. Provide support for the maintenance of the data within the college's management information systems including data entry and data checking.
4. To manage and process, as part of the college's Quality Assurance system, the accurate recording of student enrolments, and changes to these enrolments.

5. To work with the MIS team to ensure data held is accurate, including liaising with other staff within the college to update or confirm this data.
6. To assist the Head of IT & MIS in maintaining the departments processes and procedures.
7. To work with college staff from the application, enrolment and examination teams to ensure that data captured into the college's systems are valid, reliable and accurate.
8. To maintain records on courses, liaising with other staff within the college where required.
9. To amend existing learner and course data, ensuring that auditable records of all amendments are maintained.
10. To assist with the Quality Assurance of the data held within the MIS system, including identifying and resolving errors and ambiguities.
11. To assist with the preparation, checking, and monitoring of information required for audit purposes.
12. To help with the management, processing, and filing of auditable evidence of changes to student programmes and data collected about students, including their destination after leaving.
13. To be responsible for data requests and amendments from College Services and the Adult Learning Team.
14. Carry out MIS administration procedures including maintaining student learner agreements, providing timetable and programme support for students.
15. To work closely with Curriculum department areas with room allocations and bookings.
16. To work with the Head of IT & MIS and outside agencies to update the College Systems with relevant, reliable and accurate data relating to Students, College Partners Schools and other organisations.
17. To provide administrative and record keeping support for Information Governance.
18. To contribute to effective management of the MIS office and processes including procedure and make recommendation for improvements.
19. To follow best practice and College policy in all areas of work including health and safety.
20. Contribute to safeguarding and PREVENT at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm.
21. Work to promote and contribute to the College's Equality, Diversity, and Inclusion (EDI) policies and practices.
22. Such other tasks directed by the Principal & CEO / Head of IT & MIS as may be necessary to ensure the continuing development of systems and service.

Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile P = Practical exercise *The selection criterion is for guidance only and alternative methods may be used to assist the selection process	Essential or Desirable	Method of Candidate Assessment * A, I, T OR P
Experience		
1. Experience of working on and inputting data into a computerised information system	E	A,I,T
2. Good working knowledge and practical experience of using Microsoft Word and Excel	E	A,I,T
3. Previous experience of working in a busy office environment	E	A,I
4. Experience of working in the education sector	D	A,I
5. Previous experience of working in a similar role	D	A,I
Educational / Vocational Qualifications		
1. Good general education, including at least GCSE Grade 4 / C (or equivalent) in English and Maths	E	A
2. A good educational background or related qualification in ICT	D	A
3. Willingness to undertake additional training relevant to the post.	E	A
Skills, Knowledge & level of competency		
1. Highly developed communication, administration, and customer service skills	E	A,I
2. Ability to work on own initiative, unsupervised and under pressure	E	A,I
3. Ability to maintain accurate and detailed records	E	A,I
4. Ability to process data speedily and accurately using dedicated software	E	A,I

Personal Qualities and Interpersonal Skills		
1. Meticulous attention to detail	E	I
2. Interest in data collection and dissemination	E	I
3. Ability to work effectively as a member of a team	E	I
4. Be able to communicate topics relating to an MIS system with staff, students, and other users.	E	I
5. Ability to follow instructions and to understand a complex brief.	E	I
6. Commitment to continuous improvement and willingness to learn from experience and practice in the college and elsewhere.	E	A,I
7. Flexible approach to work and enthusiasm and commitment to the post.	E	I
Other requirements		
1. Willingness to work occasional evenings and weekends for college wide open events	E	I

GRADE OF POST: Sixth Form Colleges' Support Staff Pay Spine point 6 to 8 – £25,558 full time equivalent to £26,343 FTE. £12,367.26 to £12,747.11 pro-rata

HOURS OF WORK 20 hours per week, term time only plus 10 days to cover the college enrolment period.

Monday to Friday. Hours to be agreed – Preferably spread across 5 days.