

ROLE DESCRIPTION

ROLE TITLE:	MIS Funding and Information Officer
REPORTING TO:	Head of IT & MIS
LOCATION:	Franklin Sixth Form College, Grimsby, DN34 5BY
APPOINTMENT TYPE:	Permanent, All year round, Full time
DATE:	May 2026

ROLE PURPOSE:

To play a key role within the Management Information Systems (MIS) team in maintaining the accuracy, integrity, and compliance of learner and funding data across the College. The postholder will take a lead on the preparation and submission of the Individualised Learner Record (ILR), ensuring data quality to maximise funding claims and support audit readiness. Working collaboratively across the College, the postholder will interpret and apply funding body guidance, drive data quality improvements, and ensure the College meets its obligations to the DfE, Local Authorities, and other external agencies.

DIMENSIONS:

Direct reports:	None
Budget responsibility:	None

MAIN DUTIES AND RESPONSIBILITIES

1. Work as an integral member of the MIS team, delivering a high-quality service to staff, students, and external agencies such as the DfE and Local Authorities.
2. Work with the Head of IT & MIS and other colleagues to maintain high levels of data accuracy with the student records system.
3. Use systems such as PDSAT (DfE Provider Data Self-Assessment Toolkit), FIS (DfE Funding and Information System), and internal tools to monitor the quality of data maintained within the student records system.
4. Take a lead role in the preparation and submission of the Individualised Learner Record (ILR), ensuring data accuracy to maximise funding claims and minimise the risk of clawback.
5. Interpret detailed guidance from third parties, apply it, and advise others of the resulting implications.

6. Lead work to ensure the college complies with funding and data audit requirements, including maintaining accurate auditable records, preparing evidence for internal and external auditors, and coordinating responses to audit findings and recommendations.
7. Work with staff and students to rectify and resolve issues found in both data and the processes and procedures surrounding the management of the data.
8. Process and analyse data using spreadsheets and MIS Systems to support quality control of the data and fulfil ad-hoc requests for information.
9. Set up and maintain timetables within the student records system, balancing students across groups to ensure accurate and efficient scheduling throughout the academic year.
10. Work with the Data Protection Officer to comply with Data Protection Requirements, including responding to Subject Access Requests and Freedom of Information requests.
11. Work with the Head of IT & MIS and the Exams Manager to make contractual and statutory returns to third parties, including the Department for Education, Funding Agencies, Local Authorities, and Examination Boards.
12. Work with the Head of IT & MIS to drive efficiency and quality improvements to the service.
13. Support the Exams Manager, under direction, to provide an effective examinations service.
14. To support the MIS Team with other duties to meet the needs of the department as and when required
15. 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.
16. Work to promote and contribute to the College's Equality, Diversity and Inclusion (EDI) policies and practices.
17. To follow best practice and College policy in all areas of work including health and safety.
18. To work flexibly throughout the College business cycle to ensure all operational aspects of the MIS and Exams function are managed effectively, including some limited evening and weekend working, undertaking any other duties as required by the College.

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 with and managing large volumes of data	E	A, I
2. Experience of completing contractual or statutory returns with strict quality control requirements	E	A, I
3. Experience understanding, interpreting and applying detailed guidance	E	A, I
5. Experience of software and systems used in the Further Education funding sector (including FIS and PDSAT)	D	A, I
6. Experience working with student management information systems	D	A, I
7. Previous experience of working in a busy office environment	D	A, I
Educational/ Vocational Qualifications		
1. Relevant qualification to show a good standard of English and Maths	E	A
Skills, Knowledge & level of competency		
1. High degree of computer literacy, particularly in Microsoft Office packages, including manipulating large datasets using Microsoft Excel	E	A, I, P
2. Highly developed communication and customer service skills	E	A, I
3. Strong work ethic, proactive with good time management skills	E	A, I
4. Knowledge of funding and audit requirements in the Further Education sector	D	A, I
Personal Qualities and Interpersonal Skills		

1. Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing	E	A, I
2. Interpersonal skills - the ability to build and maintain effective professional relationships with internal customers and external contacts	E	A, I
3. A commitment to equal opportunities and diversity	E	A, I
4. Attention to detail, organised and methodical approach to work	E	A, I
5. Ability to meet strict deadlines	E	A, I
6. Effective prioritisation of workload	E	A, I, P
5. Commitment to upholding data protection requirements and maintaining confidentiality	E	A, I
6. Punctual and reliable, with a responsive and flexible attitude to changing needs and demands of the Department	E	A, I
7. Self-motivated with a high level of personal initiative.	E	A, I
8. Committed to excellence, continuous improvement, customer focused, team player, flexible, approachable and enthusiastic.	E	A, 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 POINTS [12- 14]
(£29,544 to £31,324 full time equivalent)

HOURS OF WORK Full time, all year round – 37 hours per week.