



**Warrington  
& Vale Royal  
College**

**Our mission is: 'Realising potential, transforming lives'**

## **JOB DESCRIPTION**

**Job Title:** MIS Administrator

**Responsible to:** MIS Manager

**Accountable to:** Director of MIS

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### **Job purpose**

To assist the MIS Manager in ensuring the accuracy of curriculum, timetable and funding data so that all college performance reports and data returns are valid and timely.

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### **Key responsibilities**

#### **Maintain the cross-college curriculum database**

- Maintain the cross-college curriculum database course and class definitions, ensuring that all course data is accurate and reflects the offerings of the College.
- Develop knowledge in the national learning aims definitions and ensure all college course learning aim codes and related properties are current.
- Maintain an up-to-date working knowledge of the funding methodologies applicable to further, higher and community education.
- Keep abreast of changing requirements and ensure all systems are compliant.
- Support the curriculum planning process.



## **Ensure the accuracy of student record and timetable data**

- Assist in the audit of student records.
- Maintain information to support HE and FE student loans.
- Maintain information relating to apprenticeship incentive payments.
- Provide support to the MIS Manager in making timely online ILR submissions. - validate data in accordance with ESFA funding guidance using validation and monitoring software including FIS, SCORE and DSATs.
- Oversee the setting up and upkeep of college timetables onto the EBS system

## **Maintain communication lines with other areas of the college**

- Produce standard reports to support the monitoring of standards, quality and business performance.
- Work collaboratively and positively with contacts in other business support services and curriculum departments.
- Ensure effective communication with line manager regarding work in progress, implementation of developments and emerging trends or issues.

## **Professional Standards**

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.



## Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

## Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

## Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.



## **Our College values are:**

**We put our students and customers first** - prioritising students and their learning and progress, realising their potential, delighting our customers

**We recognise that people are our greatest asset** – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do

**We pursue excellence in all we do** - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

**We embrace change** - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

**We collaborate and work in partnership with others** - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

**We operate sustainably, ethically and responsibly** - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

**We are guided by the principles of sound financial stewardship and operational efficiency** - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



## PERSON SPECIFICATION

### Qualifications

- Educated to level 3 (numerical/business subject preferred)

### Experience and knowledge

- Working with MIS systems in a demanding professional context.
- Working with MIS systems within an FE college
- Using a student record system

### Desirable:

- FE funding methodology
- College data structures and course coding conventions
- MIS software tools and techniques, e.g., Pro-Achieve, FIS and DSAT

### Skills and abilities

- IT Literacy – MS Office including Word, Excel, Access, Outlook and examination software.
- Time Management – the ability to plan and prioritise work to ensure key targets are met, whilst maintaining a high standard of work and accuracy
- The ability to work under pressure and meet tight deadlines
- Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing
- Proven ability in report writing and well-developed written presentation skills, including the collation, organisation and interpretation of data in a user-friendly, accessible and relevant format.
- Attention to detail and accuracy
- Proven problem-solving skills
- Good literacy and numeracy skills
- Excellent standard of organisational skills
- Interpersonal skills - the ability to build and maintain effective professional relationships with a wide range of internal customers and external contacts
- An understanding and commitment to continually improve the quality of service provided to customers
- An appreciation of the importance of good team work and the confidence to know when to use initiative
- The ability to work in a confidential manner
- Self-motivation and a willingness to learn and develop new skills



- The ability to grasp new concepts quickly and to generate fresh ideas
- A willingness to work flexibly to enable the College to achieve its priorities
- A commitment to securing value for money
- A commitment to operating always in a healthy and safe environment
- Must demonstrate suitability to work with children and vulnerable adults
- To contribute to and maintain College values

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