****

|  |
| --- |
| **Management Information Systems (MIS) and Admissions** **Manager** |

|  |  |
| --- | --- |
| **Reporting to:** | The Vice Principal Curriculum and Quality |
| **Working Hours:** | Full time (37 hours per week) |
| **Salary:** | £35,301 - £39,774 per annum |
| **Annual leave** | 30 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**.

The MIS and Admissions Manager is a pivotal role across the College providing high quality reliable student data to support the college with management decision-making and provide our stakeholders with regular timely and accurate updates, statistical analysis and management reporting, whilst utilising sector-specific information and funding trends to inform future strategy.

The main purpose of the role is to develop and lead a dynamic MIS and Admissions department to provide managed access to comprehensive, reliable, relevant and up to date information and report facilities. This post holder is also responsible for leading and managing the admissions process.

**Duties and Responsibilities of the job**

1. *Management*

|  |
| --- |
| 1. Contribute to the development and successful delivery of the College Operational Plan which supports the College’s mission, strategic objectives and core values. |
| 1. Lead and manage the MIS team and Admissions Coordinator, ensuring that staff are managed, trained, and motivated to meet the objectives and priorities of the area and the College. Maintain and develop this structure through effective staff induction, training, development and performance management. |
| 1. Develop and embed quality standards and service level agreements for the MIS and Admissions team ensuring these are maintained and the effectiveness monitored and reviewed. |
| 1. Manage all aspects of the admissions procedure from application to enrolment for example application reporting and coordination of events. |
| 1. Manage timely and accurate returns to college stakeholders ensuring the college maximises its funded contract values and is compliant with Funding Rules and Regulations. |
| 1. Implement the college Health and Safety Policy across all areas within the allocated work with support and direction from the college Safety Team. |
| 1. Manage resources in order to achieve maximum efficiencies and enhancement to the student experience. |
| 1. Implement the departmental communication plan to ensure the best possible flow of information to staff. |
| 1. Work with the Heads of Faculty to review, design and develop curriculum plans and ensure the curriculum planning process informs the production of accurate and timely timetables and registers across the college. |
| 1. Manage budgets against agreed income and expenditure targets, adhering to the college Financial Regulations at all times with support from the Finance Team. |

1. *Departmental Specific Duties*

|  |
| --- |
| 1. Maintain the central college student databases ensuring that both course and student data is held securely, with integrity and meets all regulatory and statutory requirements. |
| 1. Manage visits from internal/external auditors being point of contact for all Learner Funding auditors e.g. ESFA. and Ofsted, providing accurate and timely information and carrying out any necessary follow ups |
| 1. Manage, develop and deliver timely and reliable information in accordance with agreed plans and schedules, including reports from across all college systems such as ProSolution,ProAchieve and Promonitor to all tiers of the organisation, including SMT and Corporation. |
| 1. Oversee the use of ProSolution to develop an integrated approach to systems processes and data reporting and evaluation. To work proactively with colleagues across the college taking the initiative to resolve issues as they arise and contribute to appropriate College meetings. |
| 1. Provide qualifications and funding advice to curriculum managers and training on college systems such as Proachieve |
| 1. Manage user access rights to the learner database to ensure that all inputs are made by appropriately trained and authorised staff. |
| 1. Support the nominee before and during external inspections. |
| 1. Monitor government funding guidelines and bring forward notification to SMT of changes that are relevant to the college. |

1. *Quality Assurance and Improvement*

|  |
| --- |
| 1. Lead in all aspects of quality assurance related to the allocated work, ensuring staff are fully engaged with the college quality assurance processes and that targets are agreed and key performance indicators are met. |
| 1. Undertake audits to ensure that all students are enrolled and registered on the correct qualification aim(s) to support timely success. |
| 1. Respond to section complaints and work with the Head of Department to reach a timely and effective resolution, using the college policies and procedures. |

1. *Continuous Professional Development*

|  |
| --- |
| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience. |

1. *College Management Team*

|  |
| --- |
| 1. Contribute to the wider College Management Team. |
| 1. Attend and represent the college at sector specific groups to maintain sector knowledge and professional awareness of developments surround learner information management |
| 1. Carry out day and evening duties on a rota basis. |
| 1. Work with marketing and others to lead on extra curriculum events to ensure success, e.g. interview days. |
| 1. Ensure equality of opportunity among all protected characteristic groups and vulnerable student groups and seek to promote diversity in all aspects of college life. |
| 1. Ensure all safeguarding policies and procedures are followed at all times. |
| 1. Ensure Health and Safety is maintained at all times, in line with college policies. |
| 1. Undertake any further duties commensurate with the grade and responsibilities of the post as allocated by the Senior Management Team. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

|  |
| --- |
| **Essential criteria for the post** |
| Hold a degree and / or a professional qualification. |
| Have extensive experience and knowledge of all college type databases and systems such as Prosolution and Proachieve |
| Have a demonstrable understanding of FE and HE sector priorities and funding. |
| Extensive experience of managing timely and accurate returns to external funding agencies ensuring the college is compliant with funding rules and regulations |
| Demonstrate experience of managing, motivating and leading a team of staff to achieve quality and finance targets. |
| Demonstrate a commitment to your own personal development. |
| Demonstrate an ability to effectively deploy resources. |
| Demonstrate a strategic vision to ensure the continued development of allocated work. |
| Display a flexible, pragmatic approach to finding solutions to challenges. |
| Demonstrate effective communication skills with proven influencing skills. |
| Demonstrate a commitment to the value and impact of high quality provision for students. |
| Demonstrate flexibility, reliability and a passion for the college ethos. |
| Demonstrate energy, drive, flair and creativity in your everyday work. |
| **Desirable criteria for the post** |
| Hold a management qualification. |

**CONDITIONS OF EMPLOYMENT**

**Teaching Hours**

This is a management post without teaching responsibilities.

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility may be required to meet the needs of the business. This is an all year round post. There will be some weekend working required to support recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme is a defined benefit scheme and includes life assurance cover. The College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate.  The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government section lists of those individuals who are barred from working with children or vulnerable adults (if applicable).