



Management Information Systems & Reporting Manager

Reporting to:	MIS Director
Working Hours:	Full time (37.5 hours per week)
Salary:	£43,166 - £48,633 (PC M2 points 36-40)
Annual Leave:	30 electable days, 8 bank holidays and up to 5 efficiency closure days at Christmas

Job Purpose

The MIS Systems Manager will be responsible for the strategic management of the College's information systems and reporting infrastructure. This includes ensuring the accuracy, integrity, and accessibility of institutional data, developing reporting solutions that support evidence-based decision-making, and maintaining compliance with funding, audit, and regulatory requirements while driving continuous service improvement.

Duties and responsibilities of the job

1. Strategic and Operational Leadership

a. Provide strategic oversight of day-to-day operations, ensuring the effective delivery of services across technical support, change management, and project implementation.
b. Lead and coordinate the MIS development programme, ensuring alignment with cross-college initiatives and goals.
c. Manage the MIS reporting function, providing leadership, supervision, and performance management to ensure the delivery of accurate, timely, and high-quality reporting.

2. Business Intelligence (BI) and Reporting

a. Design and deliver advanced dashboards using Power BI or Microsoft Reporting Services to monitor student progress, retention, and achievement outcomes.
b. Design & maintain BI & reporting to ensure these are ready for Ofsted inspections and internal/external audits
c. Lead the design, development, and maintenance of data warehouse solutions, including relational databases, ETL processes, and stored procedures, to support robust, scalable, and efficient data management.

3. Systems Administration and Development

a. Oversee the configuration, user permissions, workflows, and integrations across MIS platforms, ensuring systems are secure, efficient, and aligned to business needs.
b. Lead system upgrade cycles, including planning, testing, and deployment of enhancements, ensuring minimal disruption and continuous improvement.
c. Identify and implement opportunities to automate processes and drive efficiencies across MIS operations.
d. Support the specification, selection, implementation, and integration of new software applications and business systems, ensuring compatibility with the College's MIS environment, data architecture, and reporting requirements.

4. Stakeholder Support and Training

a. Provide specialist advice and support to curriculum and support teams on data management, reporting requirements, and information compliance.
b. Develop and deliver user training and guidance materials.

5. Governance, Policies and Documentation

a. Maintain documentation of MIS processes, data flows and system rules.
b. Contribute to policy development related to data governance and compliance.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Degree-level qualified or equivalent experience in data management or information systems.
b. Evidence of ongoing professional development in MIS or data governance.
c. Significant FE MIS management experience.
d. Experience leading teams in a data-driven environment.
e. Strong analytical and data interpretation skills.
f. Excellent communication with diverse stakeholders.
g. High digital literacy, including MIS systems and BI tools.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday, although some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole College events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave will be booked on-line via the HR/Payroll system.

Continuous Professional Development (CPD)

This post will be entitled to CPD for 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 the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is access to a free on-site gym, Employee Assistance Programme, Cycle to Work scheme and staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating 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 faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal

