

**APPLICATION FOR THE POST OF**

**MIS/Examinations  
Manager**

**Maternity Cover  
Full Time**

REVIEWED May 19	NEXT REVIEW May 20	1	SCI	
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## JOB DESCRIPTION

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to services linked on its behalf.

### General Requirements

All staff are expected to:

- Be committed to safeguarding of children and young people at the College.
- Contribute to the College's extra-curricular programme.
- Actively support the ethos of the College.
- Contribute to the daily running of the College and follow its policies and procedures.
- Organise, plan and prepare lessons
- Share good practice with colleagues wherever possible.
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student as an individual with courtesy and respect.
- Teach lessons which meet all pupils' specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area.
- Undertake any other duty deemed reasonable by the Principal.

### MIS/Examinations Officer (Maternity Cover)

Responsible to: Bursar & Vice Principal Academic

Core Working Hours: 8.30am to 5.00pm

To manage and maintain the College's Management Information System and to ensure its effective use. To develop and support internal data systems to support the efficient administration of the MIS system. To administer all Awarding Body registrations, examinations, results, certificates and other events. To provide support for the Bursar & Academic Vice Principal.

### MAIN RESPONSIBILITIES – MIS

- To manage and maintain computerised records of student data, staff and courses; enrolment, induction, and timetables.
- To provide accurate and timely information as required for College management and external returns.
- To develop systems that improves communication further with parents and other College stakeholders.
- To support Heads of Faculty and Pastoral Managers with recording, maintaining, extracting/inputting and analysis of student data
- To manage the input and output of ILR data (Individual Learning Records), ensuring external deadlines are met and internal reports are produced.
- To liaise with the relevant parties to ensure that the College's computerised systems are managed and maintained effectively.
- To work alongside members of SLT to specify, develop and administer the student progress and monitoring system on the GO4 Schools platform.
- To work alongside members of SLT to specify, develop and administer the issuing of progress reports on the GO4 Schools platform
- To advise staff on methods of accessing information and to provide in-house training for staff in the use of MIS systems and other computerised systems as appropriate.

REVIEWED May 19	NEXT REVIEW May 20	2	SCI	
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- To write and maintain sets of reports to meet the needs of all College staff
- To maintain appropriate policies, controls, procedures and systems to:
  - comply with internal and external audit requirement and recommendations.
  - comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentially in respect of governors, staff, parents/carers, students and members of the general public.
  - support the quality assurance cycle through the delivery of post, retention and achievement, data, and equality and diversity analysis.
- To develop new systems to respond to the changing needs of the college.
- To develop the management and integration of the data systems within the school websites including SharePoint sites
- To improve the efficiency in other areas of the College through the delivery of data and information systems to reduce bureaucracy and duplication.
- To ensure that MIS data is accurate and robust, ensuring that reports are accessible and to all staff.
- To advise the College on MIS issues.
- To ensure MIS service level agreements are set and reviewed annually.
- To be responsible and accountable for carrying out the post with regard to the College's Equal Opportunity Policy & Health and Safety at Work Act.

## MAIN RESPONSIBILITIES – EXAMINATIONS OFFICER

- To administer all Awarding Body registrations, examinations, results, certificates and other events.
- To strictly comply with all awarding body regulations and deadlines.
- To liaise with Awarding Body representatives on any matters that may arise relating to learner entries or validation of examination papers.
- To be the main point of contact for visits by awarding body inspectors and ensure that any recommendations made are implemented.
- Oversee and support the receipt, security and despatch of examination papers and other relevant documents in a confidential and secure manner. To maintain a secure area for examination documentation and be a nominated key holder.
- To ensure that all student achievement records are recorded on the individual learner record in a timely way so that performance tables can be provided, in accordance with the College reporting schedule.
- To keep up- to-date with changes to awarding body regulations and implement changes.
- To make recommendations to management regarding Awarding Body selection, policy and implications of changes.
- To co-ordinate and manage a team of invigilators. To provide training to the invigilators and ensure that they understand and comply with awarding body regulations at all times. To administer their pay claims.

## OTHER TASKS REQUIRED IN CARRYING OUT THESE DUTIES

- To liaise with the Head of Learning Support to make provision for candidates with learning difficulties and/or disabilities to undertake their examinations under appropriate conditions. To maintain support records for individual students to monitor the costs related to the activity.
- To comply with the requirements of the Data Protection Act and ensure all personal details of learners are stored in a confidential manner.
- To liaise with the Vice Principal **Academic**, curriculum managers and members of teaching staff regarding entries, examinations, registrations and results .

REVIEWED May 19	NEXT REVIEW May 20	3	SCI	
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- To ensure the examinations database is accurately maintained and all stages of the examination entry/registration process are recorded accurately and in a timely way.
- To investigate any complaints and report the outcomes to the Vice Principal Academic.
- To prepare and display examination timetables to include dates, times, venues and number of candidates. To ensure that all students are advised of examination dates and venues.
- To resolve examination clashes in accordance with regulations.
- To ensure that certificates of achievement are forwarded to students in a timely way and in accordance with college requirements.
- To be responsible for maintaining adequate supplies of examination materials for student use.
- To be responsible for checking DfE and other examination statistics before publication.
- With the Vice Principal Academic, keep up-to-date with the requirements of the role and participate in appropriate awarding body and other training events to up-date knowledge and skills.
- To establish and maintain comprehensive documentation of the processes and procedures involved in the operation of the department.
- To regularly review the quality and effectiveness of the examinations service to ensure it continues to meet customer requirements and continue to make improvements to operations and regularly brief back to the Vice Principal Academic.

Any other duties that may be reasonably required, that fall within the competence of the post-holder, Support College festivals, open mornings, prize giving, parents evenings, and other events.

NB. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

REVIEWED May 19	NEXT REVIEW May 20	4	SCI	
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## Person Specification

Experience	Essential	Desirable
Substantial experience of delivering a College MIS function	✓	
Experience of using SIMS and Go4 Schools platform		✓
Significant experience in the use of MS Access & Excel to report, import, export & disseminate data and information	✓	
Experience of administering a student records system including database administration, ILR production, timetable and embedded reporting	✓	
Experience of writing and editing reports		✓
Experience of administering and reporting within an electronic registration system	✓	
Strong organisational and administration skills	✓	
Ability to use relevant technology e.g. computer/keyboard/photocopier	✓	
Excellent communication and listening skills	✓	
Previous experience of working in an educational environment	✓	
Flexible approach to the needs of the College	✓	
Working with minimal supervision	✓	
Ability to maintain a high level of accuracy in preparing and entering information	✓	
Knowledge and Understanding	Essential	Desirable
Clear understanding of the secondary curriculum and its assessment	✓	
Level 4 in information or business related subject	✓	
Microsoft Office Word & Excel	✓	
Good level of literacy and numeracy	✓	
Experience of formulating and implementing policy and procedures	✓	
GCSE (grade C or above) or NVQ Level 2 qualification in literacy and numeracy	✓	
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Demonstrate effective skills in working with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children	✓	
Basic literacy and numeracy to complete forms etc	✓	
Good verbal skills in order to communicate effectively face-to-face with staff and pupils	✓	
Sound decision making skills	✓	
A good knowledge of MS Office products in an MIS environment	✓	
An ability to identify trends and patterns	✓	
Ability to generate ideas and drive initiatives	✓	

REVIEWED May 19	NEXT REVIEW May 20	5	SCI	
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Personal Qualities	Essential	Desirable
High expectations of students and colleagues	✓	
Highly motivated and able to motivate and inspire staff and students	✓	
Enthusiastic and committed	✓	
A forward thinking approach	✓	
Excellent interpersonal skills	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure	✓	✓
Ability to keep a perspective and maintain a sense of humour	✓	
Potential for further promotion		✓
Charismatic – having a 'presence'	✓	
Willingness to take on other roles and responsibilities within the department		✓
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Safeguarding training	✓	



## St Joseph's College Vision and Values

### Core Framework

#### VISION

*Being our Best*

#### MISSION

*A Caring, High Achieving Community guided by Christian Values*

#### CORE VALUES

*Aspiration      Respect Confidence*

### Core Values and Ethos

The following core values and behaviours underpin the ethos of our College.

#### We believe:

- *That everything we do should be for the benefit of the child*
- *That each child is individual and deserving of an equal educational opportunity*
- *That a community based on integrity, kindness, respect, courtesy and enjoyment creates the best learning environment*
- *In striving for excellence in all that we do, encouraging ambition and aspiration*
- *In the primary importance of actively safeguarding and protecting children*
- *In embracing innovation as well as seeking, reflecting upon, and learning from feedback and experience*
- *In the power of the team and the importance of working collaboratively*
- *That inspirational leadership means leading by example and with humility*
- *That we have an important role to play in the wider community, both locally and globally*
- *In taking a longer term view for the greater good of the College and its pupils*

REVIEWED May 19	NEXT REVIEW May 20	7	SCI	
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The 'essence' of St Joseph's College is learned and lived through the following core values, which underpin our unique ethos and environment. Our ethos is derived from the educational philosophy and faith of St Jean-Baptiste de La Salle, Patron Saint of Teachers, and the example set by St Joseph, Patron Saint of Workers.



REVIEWED May 19	NEXT REVIEW May 20	8	SCI	
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- **Faith and trust** - developing an awareness of faith, spirituality, awe and wonder and enduring belief in ourselves and others
- **Confidence and self-belief** - participating in a diverse range of academic, creative and physical experiences with self-assurance of one's own skills
- **Aspiration and achievement** - ensuring everyone makes maximum progress and reaches their potential whilst ensuring that ambitions for future careers, personal goals and life-long dreams can be realised
- **Effort and resilience** – providing a strong academic core and encouraging a desire to succeed, in order to develop adaptable and life-long learning skills
- **Respect and dignity** - developing moral values; an awareness of what it means to be a good citizen and respecting our own and other cultures, religions, values and beliefs
- **Community and compassion** providing a happy, secure and nurturing community, so we develop personally, take a full, active and constructive part in the life of our community and develop a sense of compassion and concern for others locally and globally
- **Creativity and open-mindedness** – seeking to innovate by being imaginative and entrepreneurial whilst searching for and evaluating, conflicting opinions and sources of evidence
- **Contribution and service** - developing a community perspective and awareness (locally and globally) by meeting the needs of others and thinking beyond 'the here and now'
- **Integrity and endeavour** – working with integrity and zeal and communicating reliably and openly
- **Self-regulation and humility** – continually seeking to attain the highest personal standards, whilst appreciating the many ways that people contribute to our world

REVIEWED May 19	NEXT REVIEW May 20	9	SCI	
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## Vision

**We want to be known locally, nationally and internationally for our high quality, independent, all-round education for boys and girls, which is seamless through from nursery to university and the world of work, including:**

- Our ethos, which combines strong **traditional Christian** values with a **unique** approach to **supporting** and **nurturing** children within a **friendly, family** environment
- Strong **academic** performance and **achievement** for pupils of all abilities and skills, enabling children and young people to consistently outperform local and national academic standards
- **Tailored** pastoral and academic support which develops our children into confident, successful, compassionate young people who have integrity, dignity and self-belief
- **Progressive, innovative and effective** approaches to teaching and learning
- Teaching which is **inspirational, challenging** and **engaging**, provided by well qualified and well supported staff
- A **flexible, inspiring and inclusive** 3-18 curriculum which meets the needs of the contemporary world
- Outstanding girls' and boys' **opportunities** and achievement in sport
- The quality and variety of curricular and **extra-curricular** opportunities, including outstanding Music, Art, Drama, Dance and Outdoor Education
- Leading the way in using **new technologies** which enhance and support teaching, learning, communication and administration
- Being a **reflective, open-minded, forward-thinking** organisation which is **receptive** and **responsive** to change, in order to provide the best quality all-round education within a competitive local, national and global market
- Our outstanding **facilities and grounds**
- High quality **Boarding** provision, including outstanding pastoral care for a diverse population of students, excellent facilities and a stimulating programme of activities
- An emphasis on **effective and timely communication** which ensures that current and prospective parents and the wider community, are well informed about the College's successes and strengths
- Creating **links** with alumni, businesses and community organisations which benefit our students and our school
- Clear **development planning**, which is underpinned by sound business and financial acumen and management, shared and communicated with stakeholders and reviewed and evaluated annually
- Strong and effective **leadership** and **management across the College**, which supports and enables its staff to develop professionally, personally and to deliver the school's aims within a positive, reflective and professionally community.



REVIEWED May 19	NEXT REVIEW May 20	10	SCI	
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