



MIS & ATTENDANCE OFFICER

Job Ref:	MISM24
Closing Date:	12 Noon on Wednesday 20th March 2024
Department:	Management Information Systems Department
Salary / Grade:	£29,346 to £31,219 per annum depending on experience
Contract:	Established
Hours of Work:	Full Time, All Year Round
Reporting to:	MIS Manager
Start Date:	As soon as possible
DBS:	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

MIS & ATTENDANCE OFFICER

Department:	Management Information Systems (MIS)
Reporting to:	MIS Manager
Responsible to:	Vice Principal (Finance, Resources and Systems)

JOB DESCRIPTION

The Role:

The person appointed would be expected to make a positive contribution to MIS Department and Pastoral Teams

All staff must make a positive contribution to:

- the Catholic ethos of the College
- the College Equality and Diversity Policy
- the pursuit of excellence and the highest standards of quality in all aspects of College life
- their own professional development, in accordance with the needs of the College.

Responsibility, in conjunction with the Principal, for duties commensurate with the following:

- Key Relationships: MIS Manager, Deputy MIS Manager, members of the College's Senior Leadership Team (SLT), Pastoral Directors and Personal Achievement Tutors.

Main purposes of the post

To fully support the operation of the College's Management Information Systems (MIS) team function by working with the MIS Manager and Deputy MIS Manager to:

- be aware of the role and responsibilities of the MIS function and assist the MIS Manager and Deputy MIS Manager in undertaking their duties, including answering everyday queries from students, parents and College staff with relation to MIS issues/systems
- to contribute to the production of the College's Individualised Learner Record (ILR)

- be collectively responsible for College timetabling and register set-up
- ensure the efficient day-to day working/processing of College attendance systems
- contribute to systems developments that assist the college in moving towards more digitally based reporting systems, reducing paper-based processes which in turn deliver reductions in bureaucracy and duplication of effort.

Operational Objectives

- administer, monitor, maintain and review the College's student attendance procedures, systems and data, making amendments to written processes/procedures when required to keep the service updated
- use systems made available by the College to apply student attendance procedures, ensuring that attendance information is relevant and up to date; having primary responsibility for updating attendance records in relation to student absence
- adhere to GDPR requirements to keep students' personal details relevant and up to date, including changes to learning agreements, for example course transfers or withdrawals (and maintain a log of all students who leave College early)
- liaise with the College's Human Resources team in the setting up new staff on to relevant MIS systems and, where necessary, training them in data entry, using registers and system reporting
- have a primary role in working with colleague's cross college with all matters relating to student attendance:
 - liaising with teachers about unmarked registers
 - inputting details of staff absence into College register systems
 - assist with the recording of student absences made by email or telephone, ensuring that teaching and pastoral colleagues are informed in a timely manner
 - regularly producing and disseminating reports with relation to College attendance and retention for College leaders, teachers and pastoral staff to help the close monitoring of student attendance, and participating in Attendance and Retention meetings
- work with cross college leaders, managers, teachers and pastoral colleagues in developing initiatives to identify and/or monitor:
 - students identified as requiring early interventions
 - students receiving targeted interventions
 - interventions in place to remove barriers to attendance for students considered persistent absentees
 - the celebration of students with good/excellent attendance.

Staff Development

- participate in continual professional development and coaching and mentoring to enhance and share good practice
- keep professional and technical skills up to date
- to contribute to the induction of new staff as appropriate

- liaise with academic staff and support staff as required in the execution of the requirements of the post, and deal with sensitive issues confidentially when these occur.

Safeguarding, Conduct and Discipline

- commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures
- promote good standards of behaviour and conduct in students by setting a good example and implementing and reporting breaches of the Student Conduct and Discipline policy
- be proactive in relation to student safety and well-being, reporting any health and safety matters (e.g. repair/maintenance) to the Estates Team or addressing those that are immediately resolvable. Each member of the college has a duty to ensure their own health and safety at work, as well as that of any person who may be affected by their omissions at work.

Communication

- attend meetings in accordance with the College meeting schedule
- attend appropriate user group meetings
- promote and maintain good working relationships with all staff, students, parents and visitors from outside agencies
- organise and place information on relevant college systems with respect to areas of responsibility
- represent the College at appropriate external meetings and user groups.

Other

- each member of the college will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work
- follow and comply with the College's policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College
- participate in the Business Continuity Planning process and respond to emergencies following procedures laid down in the Disaster management plan
- undertake any other duties of an equal nature as assigned by the Principal or their designated alternate
- support college events such as Open Days, Enrolment and any other events as required.

PERSON SPECIFICATION		MIS & ATTENDANCE OFFICER	
	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none"> Working in an educational setting Using digital/online systems 	<ul style="list-style-type: none"> Experience of working in Further Education Administering a student records system, registers and/or attendance monitoring Working with students and their families to remove barriers to attendance Safeguarding and a commitment to safer recruitment processes 	<ul style="list-style-type: none"> Application form CV Interview
Qualifications / Education	<ul style="list-style-type: none"> Level 2 (GCSE C or above, or equivalent) in English and Maths 	<ul style="list-style-type: none"> IT qualification at level 3 or above, or equivalent experience, especially databases 	<ul style="list-style-type: none"> Application form Interview
Knowledge and Skills	<ul style="list-style-type: none"> Excellent organisational and time management skills and an ability to prioritise own workload Excellent written and verbal communication skills Evidence of a willingness to undertake further training relevant to the post Excellent customer service skills 	<ul style="list-style-type: none"> Use of MS Office and other tools to report and disseminate data and information within a complex organisation An understanding of GDPR requirements when processing confidential information 	<ul style="list-style-type: none"> Application form CV Interview References
Personal qualities	<ul style="list-style-type: none"> An enthusiasm to support excellent learning and teaching throughout the College Excellent interpersonal skills Ability to work collaboratively with colleagues as well as working independently Attention to detail and high level of accuracy Commitment to the ethos and mission of the College Good record of attendance and punctuality 	<ul style="list-style-type: none"> Willingness to work flexibly, especially at peak times; attending meetings as and when necessary and to assist cross College activities as required Willingness to help develop new and evolving technologies and the ability to determine their relevance to the College 	<ul style="list-style-type: none"> Interview References