

JOB DESCRIPTION

Job Title: MIS Administrator (Community Trust Study Programme)

Location: Hybrid (Home and Office Based)

Responsible to: Data Manager / Assistant Data Manager

Contract Type: Fixed term, 37½ hours per week

Overall purpose of role:

The Management Information Systems (MIS) Team provides an essential support function to all stakeholders.

Responsible for assisting with a number of key organisational processes and supporting staff and stakeholders with the delivery of our education programmes.

You will oversee specific tasks and be expected to use your initiative to manage your workload in order to meet required deadlines.

Key Tasks and Responsibilities:

1. Maintain robust and accurate data within LFE's MIS Database system (Maytas)
2. Prepare and generate data reports and statistics for internal staff and stakeholders using available tools, in particular Excel.
3. Help to support LFE's bespoke online education management system for learners and stakeholders on our Community Trust Study Programme.
4. Monitor, support and escalate support requests from incoming calls and group email
5. Assist with gathering required data and documentation from stakeholders to meet LFE's contractual requirements
6. Manage exams officer duties (registration and certification of learners) on our Community Trust Study Programme
7. Assist with the administration of third party MIS systems
8. Assist with the delivery of MIS related audits to support quality improvements
9. Assist with production of training documentation / videos to support use of MIS systems

Other requirements:

- Contribute as appropriate to the business planning process and operational & development plans
- Support and promote LFE's commitment to Safeguarding, Equality & Diversity and Health & Safety. Comply with and support LFE policies and procedures and undergo all relevant training in these key areas.
- Fully engage with the LFE appraisal process, ensuring that:
 - training and development objectives are identified and best endeavours are made to achieve them
 - job performance targets are identified and best endeavours are made to achieve them
- Undertake other occasional duties as reasonably requested.

Person Specification: MIS Administrator

	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> 5 GCSE's at grade A-C / 4-9 (including English & Maths) 		✓
Knowledge and Experience of: <ul style="list-style-type: none"> Working within an educational establishment (training provider, school, college) Experience of using MIS Tools (databases, excel, eportfolio systems) Experience of using Awarding Body registration and certification portals (e.g Edexcel Online, NCFE) Experience of working with Databases Competent working knowledge of Microsoft O365 (Outlook, Word, Excel, Powerpoint) Competent working knowledge of remote communication tools (MS Teams, Zoom) Advanced competency with Microsoft Excel (ability to use formulas, pivot tables, charts etc) 	✓	✓ ✓ ✓ ✓ ✓ ✓
Awareness of: <ul style="list-style-type: none"> Government funded education programmes OFSTED and the education inspection framework Quality improvement (processes, procedures and audits) Equality & Diversity Safeguarding Health & Safety legislation 		✓ ✓ ✓ ✓ ✓ ✓
Skills: <ul style="list-style-type: none"> Excellent communication skills Excellent competency with O365 applications, specifically Excel Experience of working with data to create meaningful reports & statistics Ability to work on own using initiative and as part of a team 	✓ ✓ ✓	✓
Personal Aptitudes: <ul style="list-style-type: none"> Enthusiasm Flexibility Excellent organisation skills Ability to work under pressure and to deadlines Ability to find solutions to problems Willingness to learn and upskill through personal development Willingness to help and support colleagues 	✓ ✓ ✓ ✓ ✓ ✓ ✓	