

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **MIS and Examinations Coordinator?**

Job Title	MIS and Examinations Coordinator
Ref No.	ME2425101
Department	Management Information Systems
Reporting to	Deputy Director of MIS
Location	Northampton, Booth Lane Campus
Salary	<p>In the range of £34,222 - £37,825 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
Hours	37 hours per week, 52 weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To coordinate, administer, and understand the Management Information Systems (MIS) and examinations functions, ensuring compliance with statutory procedures, current funding methodology, College policy and departmental guidelines. To ensure all student data and funding information is accurate, reliable and accessible.

Main Duties and Responsibilities

1. To maintain the Management Information Systems (MIS) and examinations processes, ensuring compliance with statutory, Joint Council for Qualifications (JCQ) and awarding organisation regulations, College policies and departmental protocols.
2. To coordinate with the Director of MIS, Deputy Director of MIS, ILR and Data Manager, and other Management Information Systems (MIS) colleagues to ensure the reliability and accuracy of the student records systems, meeting all official deadlines.
3. To proactively identify and resolve potential funding and enrolment issues ensuring minimal disruption to the departmental service.
4. To coordinate with colleagues to ensure student registrations with awarding bodies are timely and accurate, access arrangements are fully authorised and put in place, and examinations fully comply with Joint Council for Qualifications (JCQ) regulations.
5. To maintain the validity and accuracy of the student records systems, conducting regular checks to maintain data integrity for all funding streams.
6. To use an appropriate and reliable data source, advise and provide accurate funding and enrolment information to Curriculum Managers, support staff, students, and other stakeholders (internal and external) while ensuring compliance with General Data Protection Regulations (GDPR) and course file regulations.
7. To conduct training for staff across campuses on Management Information Systems (MIS) and Examinations functions, participating in clinics to support curriculum staff with timetabling and register issues.
8. To maintain Management Information Systems (MIS) and Examination processes, ensuring compliance with statutory procedures, College policies and departmental guidelines.
9. To maintain an understanding of the College's management information systems and (GDPR) procedures for data collection and processing.
10. To implement procedural changes as tasked by the Director of MIS, Deputy Director of MIS and ILR & Data Manager.
11. To regularly update student loans information, including Unique Learner Numbers (ULNs), and ensure accurate student attendance and enrolment change data is logged in accordance with official deadlines.
12. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/equivalent skill level Minimum of a Level 3 qualification in a relevant numerate, technical, or scientific discipline, for example Maths, Statistics or Information Technology 	
Knowledge	<ul style="list-style-type: none"> Understanding of the Examinations processes Contemporary and expert knowledge of management information systems and the procedures necessary for the collection and processing of required data within General Data Protection Regulations (GDPR) legislative frameworks Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Thorough understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Strong analytical and problem-solving skills combined with the ability to interpret and advise on the implications of data. Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of analysis of complex data and automation of workflows Experience of interpreting and disseminating complex data to non-technical colleagues Experience of working in a busy customer-facing environment 	
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach 	

	Essential	Desirable
	<ul style="list-style-type: none"> • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

