Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practises equality of opportunity.

Job Title	**MIS Manager (Funding & Student Records)**
Hours of work:	Full time (35 hours a week), full year (1.00 FTE)
Salary Scale:	SFCA Support Staff Salary Scale point 33-35 £52,275-£54,711 per annum
Reporting to:	Assistant Principal (Quality)
Key Roles:	• To lead the College's Management Information Systems (MIS) function, ensuring the accuracy, integrity and compliance of learner data, funding returns and statutory reporting. • To act as the College's lead specialist for student records, funding data and the Individualised Learner Record (ILR), ensuring compliance with Department for Education (DfE) requirements and supporting the College's strategic and operational objectives through effective data management.

Key Responsibilities

1. Funding and Compliance

- Lead the preparation, validation and submission of all Individualised Learner Record (ILR) returns.
- Ensure compliance with DfE funding regulations, data collection requirements and associated guidance.
- Act as the College lead for learner funding data and funding assurance activities.
- Coordinate responses to internal and external audits.
- Monitor funding performance and identify potential compliance or funding risks.
- Advise Senior Management on changs to the funding regulations.
- Maintain documentation, procedures and audit trails relating to learner funding.

2. Student Records Management

- Oversee the management of student records throughout the learner lifecycle.
- Manage enrolments, transfers, withdrawals and course changes.
- Ensure the accuracy, completeness and integrity of learner data within UNIT-e and associated systems.

- Develop and maintain procedures to support data quality and consistency.

3. Examinations Data and Systems

- Work collaboratively with the Examinations Team to coordinate the import, validation and release of examination results.
- Ensure examination and achievement data is fully validated and reconciled prior to publication to students and staff.
- Support the timely publication of results through College systems, learner portals and other approved communication channels.
- Develop and maintain procedures governing the secure release of examination results and achievement information.
- Investigate and resolve data discrepancies that may impact the publication of learner results.
- Act as a key point of contact for curriculum managers and the examinations team regarding learner achievement, qualification and results data.

4. Management Information Systems

- Act as business owner for the College's student records system (UNIT-e).
- Lead on the implementation, testing and deployment of system upgrades and new functionality.
- Liaise with software suppliers and external agencies on matters relating to MIS systems.
- Identify opportunities to improve systems, processes and efficiencies.
- Work closely with the College's IT Services team to ensure MIS applications are appropriately provisioned, maintained, secured and supported within the College's technical infrastructure.
- Coordinate user access, permissions and security roles within MIS systems, ensuring compliance with data protection, cybersecurity and audit requirements.

5. Data Quality

- Develop and implement effective data validation procedures.
- Monitor data quality across College systems.
- Work collaboratively with curriculum, quality and support teams to resolve data issues.
- Lead the College's data quality improvement activities relating to learner information.

6. Leadership and Management

- Line manage designated MIS staff.
- Plan and allocate workloads across the MIS function.
- Support staff development through training, coaching and performance management.
- Contribute to strategic planning and service improvement initiatives.

7. Reporting and Analysis

- Produce and coordinate statutory and management information reports.
- Provide data analysis and performance information to curriculum and senior leaders.
- Support inspection, audit and quality assurance activities.
- Contribute to the development of reporting and business intelligence solutions.

8. Additional Duties

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures, including Health & Safety and Equality & Diversity.
- To contribute to the wider life of the College, including participation in cross-college activities such as marketing, recruitment, outreach, enrichment, and key events.
- To attend meetings for all College staff, as necessary.
- To undertake any other duties appropriate to the level of the post as required by the Principal and designated line manager.

Reviewed by:	*SC / IKL*	*Date of last review:*	*October 2026*