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Park Lane, Pontefract, WF8 4QR

Email: human.resources@nclt.ac.uk Website: [www.nclt.ac.uk](http://www.nclt.ac.uk) Telephone: 01977 702139

**Trust Director of MIS, Exams and Student Services**

**Salary:** NCLT Leadership Scale Point 13-25 (£65,380 - £86,901) depending on experience.

 **A recruitment and retention allowance may be offered for an outstanding candidate.**

**Contract Type:** Full time, full year position with 40 days annual leave (in addition to bank and public holidays).

*Please note that due to the nature of this post, there will be some restrictions on when holidays can be taken.*

**Contract Term:** Permanent

**Start Date:** As soon as possible

**Closing Date:** Monday 6 December 2021

*We are happy to discuss flexible working arrangements for this position, including start and finish times to be negotiated with the successful candidate. This position will be primarily based at our Pontefract site.*

***An exciting opportunity to join an outstanding team and be at the forefront of our organisational development***

New Collaborative Learning Trust (NCLT) is excited to be advertising this new position working at senior level across our three sixth form colleges within the Trust. The successful candidate will define and drive the operational output of a focused and forward-looking MIS Department and will facilitate the effective operation of Exams and Student Services, overseeing the integration of their work with the MIS Team. The post holder will ensure that the departments are able to recognise, anticipate and meet internal and external obligations and deadlines, working closely with other senior leaders across the Trust.

The successful candidate will have the operational skill-set to turn strategic thinking into reality; be able to evidence previous multi-function management, business planning and prioritisation skills, in addition to having a well-rounded working knowledge of funding, systems and dashboard development and the primary dates and drivers of excellence in sixth form colleges. You should have strong analytical and IT skills, with some previous basis knowledge of SQL reporting, as well as excellent organisational skills to successfully manage workload and priorities, strong self-motivation and good interpersonal skills.

NCLT\* has a dynamic, positive and supportive culture for staff and students, with an enviable reputation for staff career progression and development. You will join a focused and driven team, committed to providing the highest standards of education and service. The appointed person will benefit from a generous local government pension scheme in addition to many other attractive benefits and working conditions.

*\*The Trust currently comprises of New College Pontefract, New College Doncaster, New College Bradford and Wingfield Academy.*

If you believe that you have the skills and abilities to take on this role, we’d love to hear from you.

To apply please visit <https://nclt.ac.uk/vacancies/>.

Applications should be submitted to human.resources@nclt.ac.uk