Head of MIS

Full-time

37 hours per week, 52 weeks per year

Application Pack

Woking College

Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1700 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Art building in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

The College requires an inspiring and enthusiastic member of staff to lead on developing our MIS system. This is an exciting time for the College as we look to move from our current MIS system to a new system (UNIT-e/Cedar). It is expected that this role will develop over time. In year one the role will involve implementing and setting up the new MIS system, working closely with senior leaders to ensure bespoke functionality and reporting are developed and assisting in the training of staff. In year two and going forward, as we use the new system, the role will involve responding to emerging needs, maintaining the system and taking responsibility for ILR returns. In year one, support will be given to the successful candidate to refine their understanding of the funding guidance and methodology.

Applications from a range of sectors are welcome. A full mentoring programme is organised to introduce all new staff to sixth form college systems and procedures and to support and encourage professional development. We are looking for an exceptional candidate. We expect high performance from all our staff and are looking for an impressive individual to develop our MIS. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: Tuesday 26 August 2025

Hours: 37 hours per week, this is a full-time, year-round role.

Salary: £41,751 to £46,959 per annum, inclusive of fringe allowance (depending on experience)

Holidays: 22 days' holiday, plus 2 additional statutory days per year

Job Description

Post Title: **Head of MIS**

Responsible to   **Director of Data and MIS Development**

Job Purpose: **To undertake the day-to-day maintenance and future development of the College MIS systems**

Job Responsibilities:

1. Ensure all MIS functions are completed in a timely manner, including tasks such as processing change of courses forms, leaving forms and late enrolments.

2. To work with the Director of Data and MIS Development to propose, plan, manage and produce an overall design for relevant software systems and to assist in the development of them as required.

3. Liaise with MIS software suppliers and act as the College's point of contact for MIS external training, development and user specific needs and licensing and represent the College at external user groups

4. To have a clear understanding of the funding methodology and the implications of ILR returns and ensure the submission of accurate and timely data returns to external bodies.

5. To report on the implications of data returns for College funding.

6. To produce data and develop reports as required by the College SLT as required using SQL Services (SSRS, SSMS and other tools).

7. To work towards the integration of MIS data with other systems.

8. To assist in staff training on College systems as required.

9. To liaise effectively with the IT Department to ensure collaboration to provide a high standard of service for the College.

10. To ensure that the College complies with audit and legal requirements relating to data and ensure personal data is processed in line with the College's Data Protection Policy, ensuring data is deleted in line with the College's data retention schedule.

11. To take responsibility for the accuracy of student records ensuring the requirements in this regard are met.

12. To monitor the progress of applications to the College in any given academic year and to identify and assess the implications of trends in application data

13. To manage the timetabling process including:

    a) Produce data on which Heads of Departments can base timetable planning.
    b) Collect data from Heads of Departments and construct the College timetable.
    c) Identify resourcing conflicts and work with the Deputy Principal to resolve them.
    d) Ensure the generation of accurate MIS data once the timetable is complete.
    e) Create and publish exceptional timetables, such as during internal formal exam periods.
    f) To allocate new students to Welcome Day sessions.
    g) To allocate prospective Year 10 students to Taster Day sessions.

14. To represent the College at events including but not limited to: Open Evenings and Results Days.

15. To engage in evaluating, revising and action planning the development of MIS within the Self-Assessment Review procedure.

16. To attend relevant meetings and work productively with Senior Leaders, Heads of Year and Heads of Department

17. To act at all times in accordance with the College's Health & Safety, Equality & Diversity and Safeguarding Polices.

18. To take part in the training programmes provided by the College and agree the process of Professional Review.

19. To undertake any other particular duties, which may be reasonably assigned to you by the Principal, from time to time.

Person Specification

- A general awareness of the strategic direction of the College and an understanding of the environment in which it operates. An understanding and support for the ethos of the College and a broadness of vision.

- An interest and commitment to work with young people in a college environment.

- A high level of discretion and confidentiality when dealing with sensitive data held in the databases and associated systems in accordance with GDPR.

- Experience in using and developing SQL databases and report generation using SSRS

- The ability to learn new systems and procedures quickly and implement them effectively.

- A good understanding of the funding guidance and methodology

- Effective communication, time management, organisational and general IT skills, including Excel.

- Excellent attention to detail.

- Good interpersonal skills

- Self-motivation and the ability to use one's initiative and work without direct supervision.

- Excellent planning and organisational skills and the ability to prioritise and manage workload and respond to complex demands

- Commitment, enthusiasm and flexibility in their approach and the ability to work well as part of a team according to the needs of the College.

The following is desirable:

- Experience of working with young people.

- Knowledge of additional programming languages eg C#, Python, PHP

- Experience in developing web based front ends to databases.

Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

> *"Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family."*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.

- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

S7 Consortium:
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: S7 Professional Development Video

Benefits include:
- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for Parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/ Please note that CVs will not be accepted on their own.

Please note that CVs will not be accepted on their own. All applicants must have the Right to Work in the UK.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Closing date: **9am, Monday 2 June 2025**

Interviews: **to be held on Tuesday 10 June 2025**

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change*:*
- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Role-related task

The College encourages all candidates to be familiar with the following documents:
- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above area available from the College's Staff Vacancies page, please use this link to access them Woking College | Surrey | Staff Vacancies

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