**Senior MIS Consultant**

The ONTO Group

Manchester M41

Remote

Full-time, Permanent

*Senior MIS Consultant*
**Senior MIS Consultant (Exams and Data)**

ONTO is seeking an experienced Senior MIS Consultant, with experience in Data and Exams.

**Company Information**
ONTO is about providing WOW Factor. Changing the way we view the world through teamwork, having a lot of fun along the way. It’s about growing both personally and professionally. We aim to achieve the impossible with fewer people, but most of all it’s about having faith that if we do the right thing then in the long term the business will succeed and build something great.
ONTO offers a range of high-quality business support solutions for Education and SME Businesses, enabling these to run with excellence and efficiency.

**Role Summary:**

· Work with ONTO to develop and build MIS Data Managed services across several schools both in UK and Internationally

· Assist with training and supervision of Junior MIS Apprentices and MIS Consultants

· Take responsibility for school accounts, building a good level of trust and rapport with Senior leaders

· Assist Senior Leaders with strategic planning and use of data within their school

· Manage and assist with larger data projects either for a single school or across a Multi Academy Trust

· If appropriate, be responsible for managing the complete exams process across all key stages covering internal & external exams, adhering to national regulations and guidelines and an annual budget.

**Key Tasks and Activities (to include, but not restricted to):**

· Work with Senior Leaders to gain an understanding of their Data Requirements and advise about the best methods to achieve this

· Develop standardised Data Collection and Analysis systems appropriate for the school and their MIS and other data packages

· Collate data from internal and external assessments, generating student target grades if required.

· Provide timely updates to Senior Leaders for their staff to ensure that data collection deadlines are met

· Produce appropriate reports to parents in line with the schools’ Assessment Calendar.

· Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance.

· Attend meetings at Schools to strengthen links and discuss future developments of the service

· Distribute and interpret data reports e.g. RAISE online, SISRA, FFT, ALIS.

· Be responsible for the Managed Service Schools’ Census returns, ensuring accurate records are maintained for each pupil and reporting as required to the Department for Education.

· Provide ICT skills and knowledge to support data management across the company, to strengthen the whole Data Team

· Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management.

· Work with SLT and HoDs to establish which Exam Boards/Qualifications will be needed for all departments in the school

· Collect and submit entries in a timely fashion, ensuring that these have been checked and approved by appropriate staff prior to submission

· Manage ongoing entry amendments/withdrawals

· Submit required information for controlled assessment and/or coursework as required

· Create basedata for Internal Exams

· Generate seating plans for Internal and External Exams and exam timetables for candidates

· Download and import results for external examinations

· Provide reports/analysis on examination results for Senior leaders and school staff as required.

· Manage the production of analysis as required for the schools and external bodies

· Contribute as an effective and collaborative member of the ONTO Family

· Any other duties as reasonably required by any manager of the ONTO Team

· Participate in the ongoing development, implementation and monitoring of ONTO plans

· Attend regular meetings as required and make a positive contribution during meetings

**Equality of Opportunity:**

· Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.

· Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues.

**Key Skills and Competencies:**

· Excellent Interpersonal and Communication Skills – Written and Oral

· Excellent Organisation Skills with a systematic approach to workload management

· Excellent time management, planning and work prioritisation skills

· Experience of developing systems and processes

· Excellent understanding of SIMS and/or other MIS.

· Minimum A level or appropriate NVQ educational qualification.

· Experience of project management including report writing and statistical data preparation and presentation.

· Ability to work within allocated budgets and monitor expenditure and costs

· 5 years’ experience in a relevant post, either school data manager, exams officer or member of an MIS support team

· Full working knowledge of relevant policies/codes of practice/legislation.

· Ability to organise, lead and motivate other staff

· Work constructively as part of a team, understanding roles and responsibilities and your own position within the team

· Ability to self-evaluate learning needs and actively seek learning opportunities

· Confidentiality of information and knowledge of GDPR processes

· Ability to work under pressure

· Ability to work on own initiative

**Benefits:**

· £28k - £35k per annum, will be pro rota if you take term time only. Starting salary is dependent on experience

· 20 paid holidays per annum PLUS Bank Holidays

· Extra Birthday Holiday

· Opportunity to earn extra holiday days for each year of service and non-sickness

· In-house training and support provided and CPD with external training programmes

· Opportunities for development

· Frequent social events

· Enjoyable and upbeat working atmosphere

· Regular incentives and prizes

Reference ID: SeniorMIS

Expected start date: 23/08/2021

Job Types: Full-time, Permanent

Salary: £28,000.00-£35,000.00 per year

Additional pay:

* Bonus scheme
* Commission pay

Benefits:

* Additional leave
* Casual dress
* Company events
* Company pension
* Discounted or free food
* Flexible schedule
* Work from home

Schedule:

* Monday to Friday

Experience:

* MIS: 5 years (preferred)

Work remotely:

* Yes