



**WILBERFORCE**  
sixth form college



# JOB PACK

**MIS Officer / Trainee**

**CLOSING DATE: Monday 10 March 2025, at 9.00am**





## OUR COLLEGE

Wilberforce Sixth Form College is located on the East side of the City of Hull, and our students come from both Hull and the East Riding of Yorkshire. The College is recognised for its success in serving the needs of the local community, which is a fundamental commitment of the College's governing body.

Wilberforce is not a typical sixth form college. We have a wide-ranging and dynamic curriculum offer at Levels 2 and 3 that supports students' progression. Coupled with our staff's commitment to high quality teaching, support and student experience, students achieve and progress to some fantastic destinations.

The College has extended its work beyond the East of Hull in recent years. We are system leaders, having worked with educational and employment partners both nationally and regionally to improve the quality of education and student experience.

## FOR OUR STUDENTS...

Wilberforce Sixth Form College inspires its students to develop a passion for knowledge and a love for learning. Our students receive a truly holistic education that extends beyond the classroom.

In addition to high-quality teaching, they have access to a broad upskilling enrichment programme, employability and workplace links, national and international trips and visits, and an excellence pathway programme.

## OUR CAMPUS

We have made significant investment over the last few years, creating first-class facilities for staff, students and the local community.

Our campus is reflective of the wide-ranging curriculum that we offer; it boasts professional standard Engineering, Health & Caring, Hair & Beauty and IT facilities, as well as fully equipped classrooms and teaching spaces.

## FOR OUR STAFF...

Wilberforce Sixth Form College is a great place to work. You will join a focussed and driven team, committed to delivering a broad and balanced education for all.

Collaboration is at the heart of our approach and together we work hard to change the life chances for our students.

We invest heavily in staff development and wellbeing support to ensure that staff are equipped to contribute to making Wilberforce College great.

Access a range of benefits including:

- Membership of the Local Government Pension Scheme (LGPS)
- Employee Assistance Programme
- Cycle to Work scheme
- Optional Health Cash Plan
- Staff development opportunities
- Staff wellbeing events
- IT Products



# OUR VISION

The College's aim is to be an outstanding College, with an innovative curriculum that supports all students to achieve the best possible life chances.



The three core strategic priorities are:

## ➤ 1. OUTSTANDING EXPERIENCES

Students have access to a wide, rich set of experiences through the curriculum, tutorial, and upskilling programme.

High expectations of behaviours and attitudes ensure all students develop a strong work ethic, resilience, and determination.

Sustainable growth in student numbers that maintains a vibrant, interactive learning environment, in which students are highly challenged.

A College environment with first class facilities, welcoming, accessible and a place everyone enjoys being in.

## ➤ 2. OUTSTANDING PROGRESSION

A curriculum that is aligned to local and national priorities that enables all students to progress to their chosen destinations.

Students are equipped with the skills, knowledge and behaviours needed to progress in education and employment – including proficiency in English and Mathematics.

Students are educated and supported to make decisions that ensures their long-term health and well-being.

## ➤ 3. OUTSTANDING OUTCOMES

A fully ambitious, challenging curriculum that provides students with first rate qualifications.

Aspirational and stimulating teaching and learning that engages all students at all levels.

Stretch and challenge of all groups of students to ensure that all reach their potential, and there are no significant gaps.

A student support framework that proactively removes barriers to learning.

# CORE VALUES



**WE CONDUCT OURSELVES WITH INTEGRITY AND RESPECT FOR ALL.**



**WE MAKE STUDENTS' EXPERIENCE CENTRAL.**



**WE VALUE INDIVIDUALS AND PROMOTE SELF-ESTEEM.**



**WE WORK AS A TEAM.**



**WE ENCOURAGE INNOVATION, CREATIVITY AND ENJOYMENT.**



**WE AIM FOR EXCELLENCE IN EVERYTHING WE DO.**

Wilberforce Sixth Form College has a culture of high aspiration and we are committed to providing an outstanding educational experience for all of our students. All aspects of College life are focused on providing students with every opportunity to become independent, motivated and successful individuals who will contribute on an international stage. Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

## WHY WILBERFORCE?

By joining Wilberforce Sixth Form College, you will be working for a progressive learning organisation driven by core values and collective mission. You will be joining colleagues to work within a supportive, collaborative, and dynamic team which consistently strives to achieve the best outcomes for our students.

At Wilberforce we believe in providing opportunities for all - both staff and students. Our expectations are high for everyone and we recognise the fact that only through this teamwork can we all achieve our aspirational goals.

If you are looking for a College that will challenge you whilst supporting you, then our CPD package will ensure you develop your skills, whether it be supporting students, teaching in the classroom or as a leader influencing colleagues.

We feel listening to the views of both staff and students is key and therefore we regularly conduct staff surveys to establish individuals views on working at the College and use this as a catalyst for making improvements.

## BENEFITS AND ADDITIONAL INFO

We recognise the hard work and dedication of our staff in their commitment to improving the life chances of young people in the community we serve. The employee benefits on offer at the College are reflective of a culture which recognises talent and rewards outstanding commitment to our aims and objectives.

We are proud to offer our staff members the following benefits:

- **Staff Induction:** *All employees joining the College are provided with a fully supported induction period*
- **Generous Pension Scheme:** *Employees can join the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme. Both schemes offer generous employer contribution rates*
- **Employee Assistance Programme:** *The College provides an independent free helpline which is available to all staff and their families which provides confidential advice on a wide range of issues including personal, relationships, medical, financial, legal etc. In addition, the College has in house counsellors who will meet staff face to face where requested*
- **Cycle To Work Scheme:** *Our salary sacrifice scheme enables employees to pay for a bicycle through payroll and save on tax in the process*
- **BHSF Health Care Cash Plan:** *Through a salary deduction cash plan, employees are able to access healthcare treatment and claim back money from their bills. The cash plan includes 24/7 GP and counselling telephone services and cover for up to four children (under the age of 18) on the policy*
- **Gym Memberships:** *The College has an open access gym that staff can use before and after the College day. Employees at the College can also access discounted membership at the local Hull City Council gyms*
- **Parking:** *Access to free on-site car parking*
- **IT Products:** *Employees can access the full suite of Microsoft software free of charge to use on personal devices*
- **Equality, Diversity & Inclusion:** *The College is inclusive and embraces diversity*
- **Staff Development:** *We have a strong commitment to providing training and development in and beyond your current role. We invest substantial time and money in our staff development provisions*
- **Family Friendly Policies:** *The College adopts occupational Maternity, Paternity and Adoption pay policies from the Sixth Form College's Association*

# MIS OFFICER

As the MIS Officer you will be working closely with the MIS Manager to provide support with the planning and development of the College timetable. You will also be providing support with MIS related queries from internal staff and external bodies.

A key part of the role will be ensuring the accuracy of the data and producing reports for staff and students, therefore the successful candidate will have excellent IT skills and be able to work to tight deadlines.

The College currently uses Unit-E for student records, timetabling and examinations and CEDAR for assessment, vocational tracking and attendance. Experience using these packages would be an advantage but training can be provided to the right candidate.

The pay scale for this role is points 11 to 13 (£26,097 per annum to £27,747 per annum, pay award pending). Working hours are 37 hours per week, full year, with an annual leave entitlement of 26 days plus Bank Holidays.

Ideally we are looking for a candidate with prior experience in a similar role, however we are open to the appointment of a trainee. Trainees would need to demonstrate excellent English and Maths skills and have a strong willingness to learn and grow.

Trainees will be offered a lower starting salary (Scale point 8 £24,010 per annum, pay award pending). It is expected that on completion of the traineeship the successful candidate will progress onto the MIS Officer pay scale (above), subject to satisfactory performance.



# JOB DESCRIPTION

<b>Job title:</b>	MIS Officer
<b>Responsible to:</b>	MIS Manager
<b>Purpose of the post:</b>	To carry out accurate data input, analysis and administrative duties which support the College's MIS function

## **Main tasks:**

1. Accurate input of data into the Management Information System in a timely manner
2. Maintain the College's MIS system ensuring key data is up to date and accessible to key staff
3. Assist in the preparation of college wide reports as required
4. Maintain student bursary records and provide appropriate information to the finance team for processing
5. Communicate with students and parents regarding data queries
6. Responsibility for monitoring and completion of internal service requests from staff
7. Support in the preparation and quality assurance processes relating to the processing of data and/or submission of returns
8. Under the supervision of the MIS Manager take delegated responsibility for preparation and completion of student timetables
9. Work collaboratively with college managers to support college wide processes including but not limited to:
  - Student applications and enrolment
  - Student attendance and registration
  - Master classes and Taster/Welcome Days
  - Clearance processes for student leavers
  - Monitoring of student progress/In year assessment data
  - Creation and maintenance of vocational tracking functions
  - Exams Results Release/Reporting
10. Assist in regular quality checking exercises and internal/external audit processes
11. Contribute to the development of the College MIS systems as appropriate

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>		
Educated to Level 3 or above	✓	
<b>EXPERIENCE AND KNOWLEDGE</b>		
Experience of accurate data input	✓	
Keyboard skills and IT skills, including experience of using Excel and Mail-Merge	✓	
Experience of working with a variety of systems and software (including bespoke and off the shelf)	✓	
Experience of working with confidential data and knowledge of GDPR	✓	
Experience of working in an educational setting		✓
Knowledge of current developments within the educational sector		✓
<b>SKILLS AND ABILITIES</b>		
Ability to learn new systems quickly	✓	
Excellent verbal and written communication skills	✓	
Excellent Numeracy skills	✓	
Adaptive and flexible attitude	✓	
Ability to resolve queries quickly and efficiently using initiative and judgement	✓	
High level of accuracy and attention to detail	✓	
Excellent organisational skills	✓	
Excellent interpersonal and customer service skills	✓	
Ability to master new processes and procedures quickly	✓	
Ability to work under pressure and to deadlines	✓	
Ability to form and maintain appropriate relationships and personal boundaries with young people	✓	
Ability to thrive in a forward thinking and fast paced institution	✓	
Interest and empathy with the aspirations and culture of 16-19 year olds	✓	



# HOW TO APPLY

Thank you for enquiring about the post of MIS Officer at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

1. Complete an application form
2. Include a statement in support of application in the space provided on the application form. This should outline why you feel you are suitable for this role. Please limit your statement to two sides of A4.
3. Complete the Safeguarding and Equal Opportunities forms.

Completed applications can be sent by:

- Post (or deliver) to:  
HR Office  
Wilberforce Sixth Form College  
Saltshouse Road  
Hull  
HU8 9HD
- Email to: [personnel@wilberforce.ac.uk](mailto:personnel@wilberforce.ac.uk)

You may send in a CV to support your application but you must still complete the application form in full.

**The closing date for applications is at 9.00 am on Monday 10 March 2025.**

If you have any questions or queries, please contact the HR Office on 01482 711688 or [personnel@wilberforce.ac.uk](mailto:personnel@wilberforce.ac.uk).

## PLEASE NOTE:

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful. We are unable to give feedback to those applicants who have not been shortlisted.



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