

Job Description and Person Specification



MIS Report Writer and Analyst

Salary:	£37,769 - £39,897pa inclusive
Hours:	36 hours per week
Leave:	27 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Reports to:	Head of MIS
Works closely with:	College Staff including teaching and support staff Software Suppliers
Location:	This post will initially be based at the Main Campus, Isleworth

The purpose of the post is: to liaise with teaching and support staff to interpret their data needs and to provide solutions by amending existing reports and creating new reports using SQL and SSRS. To work with college staff to ensure that use of Management Information is maximised to assist all staff in their work. To contribute to data input and update tasks as required by the MIS Team.

The main duties and responsibilities are to:

1. To ensure the MIS function delivers a high quality, customer focused service for all internal and external stakeholders.
2. Be responsible for specific projects or areas of MIS work, being responsible for developing projects from idea to completion.
3. Work in partnership with College staff to enable them to clarify and define their information needs, ensuring that specifications for development provide the required solution.
4. Use SQL, SSRS, Dynistics and other relevant software to develop and maintain dynamic reports from a range of MIS databases ensuring that data is readily available to staff in a variety of formats.
5. Use SQL/SSRS to write ad hoc queries to provide data and reports for staff and external bodies as required from various data sources.
6. Work with College staff during the implementation of new software, modules or reports to ensure all issues are resolved and staff are confident using the software and interpreting the data.

7. Provide training, support and advice to staff in the use of College MIS systems (including ProSuite products) and reports.
8. Create and maintain documentation and training guides for software and reports used within the College.
9. Liaise with ProSuite developers to ensure that identified needs are met by way of reports or amendments to ProSuite software.
10. Work with the Head of MIS to develop and maintain links between College data systems to improve the integration and effective use of data across the college.
11. Deputise for Head of MIS to ensure that College MIS systems are fully operational including monitoring database servers.
12. Develop and maintain an excellent knowledge and understanding of ESFA, GLA and OfS funding methodologies and data requirements.
13. Keep up to date with developments in IT technologies, investigating and proposing changes to systems, and working practices to utilise new technology to ensure continuous improvements in MIS.
14. Promote a positive image of the college in all contacts with students, employers and professional bodies.
15. Carry out any other reasonably comparable duties that may be required from time to time.
16. Undertake additional duties at enrolment times as required, including occasional evening work.
17. Adhere and comply with the college financial regulations.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

Skills and experience

1. Be able to demonstrate high level technical IT skills with 2 years experience of working with complex databases, including the ability to input, update and extract information and write reports using SQL, SSRS and PowerBI.

With a focus on:

- Understanding complex SQL queries
- Understanding how data input can affect report output

2. Have 2 years' experience of using IT to help provide solutions to complex problems.

With a focus on:

- Developing IT systems and processes to improve efficiency
- Being aware of changes to technology

3. Have 2 years' experience working in education, preferably within FE.

With a focus on:

- Using data and IT to improve service delivery
- Providing solutions within the context of data entry

4. Be able to demonstrate excellent analytical skills to enable effective interpretation of data so that trends, queries and anomalies can be identified.

With a focus on:

- Presenting data clearly to various audiences
- Understanding and explaining what the data means
- Using Excel to manipulate and analyse data
- Developing processes that enable effective use of data

5. Have excellent organisational skills and be able to demonstrate a systematic approach to tasks which are subject to deadlines and a high level of accuracy.

With a focus on:

- Prioritising workload
- Ensuring a high level of accuracy in all work

6. Be able to work independently and in a team and have the ability to prioritise your own workload and to be able to react appropriately to changing priorities within the team.

With a focus on:

- Managing own workload
- Working collaboratively with team members to ensure excellent service
- Knowing when to use judgement and when to seek guidance

7. Have excellent written and oral communication skills and be able to demonstrate the ability to communicate at all levels within the College and with business partners.

With a focus on:

- Clear and effective interdepartmental communication
- Establishing and maintaining effective working relationships with colleagues and business partners at all levels

- Ensuring that relevant staff are appropriately involved and informed
8. Have experience of delivering training to a diverse audience.
 9. Possess relevant qualifications/experience, including literacy and numeracy qualifications at level 2 or above.
 10. Be willing to undertake training and development as required within the role.
 11. Have an awareness and understanding of the safeguarding and prevent initiatives.
 12. Have an awareness and understanding of equal opportunities.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community – women and men, younger and older, from different social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 24 February 2026
Reference No: 5MIS001
Interview date: w/c 2 March 2026

Conditions of Service

Contract:	Permanent Full Time
Salary:	<p>£37,769 - £39,897pa inclusive</p> <p>Please note the salary range for this post is points 35-37 on the Support Staff scales.</p> <p>Progression up the incremental pay scale is automatic and awarded on 1 April annually.</p> <p>New entrants are placed on point 35. Where there is evidence of current earnings in excess of point 35, the applicant may be placed at the salary point higher than their current salary</p>
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	27 days per annum plus public holidays plus up to 3 days Christmas efficiency closure.
Hours:	36 hours per week
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is to ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.