



## **Head of MIS and Exams – 36 hours per week Hybrid – Home / Lisson Grove Centre, London Salary £48,402 - £57,750 per annum, depending upon current salary, skills & experience**

Are you passionate about the transformative power of education and want to make a difference to people's lives? If so, we want to hear from you!

Here at Westminster Adult Education Service, we are looking for a Head of MIS & Exams to lead and develop the MIS & Exams service to enable maximisation of funding and learner numbers as well as provide an efficient exams service.

Communicating effectively with colleagues across the College, you will manage the development and bespoke adaptation of the College's data management systems so that they can support College data processes. This may include the development of bespoke including .NET, SQL and Web based data collection and processing solutions. Leading on the day-to-day management of the service ILR returns, you will also manage the development of all reporting solutions for annual reporting cycle, discrete projects and ad-hoc data requests and ensure the other funding portals including advanced learner loans and apprenticeships are kept up to date and information shared appropriately.

A basic DBS is required for this post.

### **About You**

As our Head of MIS & Exams, we would like you to be an experienced MIS, systems and funding specialist who has the drive and determination to lead and develop our MIS team. With knowledge of education funding and the ability to manage a ILR function, you will have excellent problem-solving capabilities, strong communication skills and have a proven track record of producing accurate work under pressure and to tight deadlines.

Experience of using and developing database and student record databases, particularly Tribal/EBS, is highly desirable.

### **About Us**

Westminster Adult Education Service is the largest local authority adult education service in London and one of the largest nationally. We provide life-changing learning opportunities for our learners through our qualification courses, apprenticeship programmes and extensive community-based provision. We work to adapt the changing needs of our communities, resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

We are passionate about our aim to be an inclusive workplace for all that reflects the communities we serve, and we believe everyone is valued.

We particularly welcome applicants from underrepresented backgrounds, including BAME, LGBTQ+ and those with hidden or visible disabilities.



## **Benefits**

In return for your hard work and dedication, we can offer an array of employment benefits including a public sector pension scheme, generous holiday allowance and opportunities for Continuous Professional Development. We also have nurseries on-site, and if we have space available, your childcare needs can also be flexibly taken care of (fees are payable).

We look forward to welcoming you to the WAES family!

Please quote ED/WAES/2006 in all correspondence for this role.

To apply please download the relevant Job Description and then complete the Application Form and EO Monitoring Form from our website [www.waes.ac.uk/vacancies](http://www.waes.ac.uk/vacancies)

Please ensure you address all the role and person criteria when completing your supporting statement.

When you have completed your application, please email it back to [recruitment@waes.ac.uk](mailto:recruitment@waes.ac.uk)

**This post may close early if suitable applicants apply before the closing date and are interviewed.**

CVs will not be accepted for this post.