Job Description:
MIS Apprentice Developer

The role:

The post holder will assist in the maintenance/housekeeping of the College Management Information Systems and designing/producing reports from them. There will also be an element of testing, validating and problem-solving data issues where appropriate.

Appropriate training will be provided in the form of both on and off the job training leading to a relevant formal qualification at an appropriate level.

Responsible to:

The postholder is responsible to the MI Systems and Business Intelligence Lead.

Key Accountabilities and Responsibilities:

➢ To assist and support in the preparation of SQL reports for management, staff and external agencies utilising relevant reporting software and output in an appropriate format.

➢ To be 1st line support for the MIS developer team for users of the Student Records database and others relevant systems.

➢ To assist in the administration and support of Reports and Dashboards used by all stakeholders across the organisation.

➢ To assist with daily ad-hoc data requests from college database systems.

➢ To assist with relevant validation checks of the Student Records database

➢ To assist with the development and maintenance of the Student Records database and other systems as appropriate

➢ To implement basic system administration/housekeeping of the management Information systems.

➢ To work with college staff to enable them to clarify and define their information needs, ensuring that specifications for development provide the required solution.

➢ Process amendments to update the student database

➢ Any other duties commensurate with the post

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of Level 2 qualifications in English and Maths	E	A
Possession of Level 2 IT qualification	D	A

Experience		
Developing and maintaining databases	E	A/I
Microsoft Office	E	A/I/AS
Developing SSRS/PowerBI Paginated Reports	D	A/I
Developing Data Dashboards	D	A/I
Dealing with the Public	D	A

Knowledge, Skills and Attributes		
Effective communication and interpersonal skills	E	A/I
Ability to work under own initiative and within a team	E	A/I
Ability to problem solve	E	A/I/AS
An understanding of SQL Server, MySQL or equivalent database language	D	A/I/AS
Ability to work under pressure and prioritise accordingly	E	A/I
Willingness to work flexibly	E	A/I
A willingness to constantly improve knowledge and ability in SQL Server / System Design and future technologies.	E	A/I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£12,348.00 per annum (national minimum wage for Apprentices, increasing to £14,568.00 per annum from April 2025)

Summary of Terms and Conditions of Employment:

Employment will be on a fixed term basis for the duration of the apprenticeship. There may be an opportunity for permanent employment following the end of the fixed term period and successful completion of the apprenticeship

There will be an annualised working year of 1,584 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: **Monday 13th January 2025**

Interviews will be held: **Within one month of closing date**

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.