ABBEYGATE
Sixth Form College

JOB DESCRIPTION

JOB TITLE:	System Developer
RESPONSIBLE TO:	Group Director of Information
KEY PURPOSE OF THE ROLE:	As an integral member of our MI team, working alongside the Group Director of Information the MI Systems Developer is responsible for the development and implementation of reports and to support the systems used by the college and to support the college's business needs. Other responsibilities include producing appropriate documentation, providing day to day technical support and to manage the maintenance of student tracking and monitoring systems in line with the College's business cycle. This role will also support the wider functions of the MI team, aiding in maintain the college's MIS system (Capita SIMs) to ensure that the college's student records are complete, accurate and up to date.
SALARY:	Grade 4

OVERALL RESPONSIBILITIES

- To work with the Group Director of Information to design, develop, test and maintain a suite of management and exception reports and dashboards to provide senior leaders, directors, curriculum manager and teachers with key data and KPI's from the different systems used within the college.

- To assist in the maintenance and development of the eILP areas within College's tracking systems, liaising with the relevant departments when required to ensure that these areas meet the needs of students and staff.

- To facilitate the rollout of Parent Portal to parents/guardians, providing technical support where required.

- To provide first line technical support to staff and students in the use of the college's Dashboard, reporting services, ProAchieve and the college's MIS system (SIMs).

- To deliver staff training in the use of College data systems which support student progress tracking and monitoring and promote the use of the relevant software systems.

- To assist in the review of existing reports and reporting platforms and update or replace as required.

- To produce and maintain standard user guides and documentation for all software operations associated with student tracking and monitoring systems as approved by the Group Director of Information and the Manager of Examinations and Management Information Services.

- To assist in the maintenance of data imports to ensure that information flow between systems is both accurate and timely.

- To investigate and propose changes to systems and working practices to utilise new technologies to ensure continuous improvements.

- To assist in the troubleshooting and problem resolution in liaison with other members of the Management Information Systems team and other departments where required.

- To attend and participate in meetings, including project groups, as appropriate, and represent the Management Information Services department where appropriate and as requested by the Group Director of Information.

- To update and maintain the College's student records to ensure that all relevant data is input promptly and correctly into the databases, ensuring information stored within SIMs and associated systems is compliant with the funding bodies rules, Data Protection and GDPR.

- To check and amend the student records where necessary to ensure that they are complete, accurate and up to date, liaising with other staff where appropriate.

- To assist the MIS Officer, Director of Curriculum with timetable planning and enrolment.

- To assist the MIS Officer with preparation and readiness for audits, including ensuring that adequate audit evidence is kept to support the student records in SIMs.

The postholder will also:

- Under the Health and Safety at Work Act 1974, it is the responsibility of all individual employees to take care of their own health and safety at work and that of others who may be affected by their acts or omissions. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards and maintaining a safe working environment.

- Comply with Abbeygate Sixth Form College H&S procedures, including emergency procedures

- Comply with Abbeygate Sixth Form Colleges data protection (GDPR) policies and procedures

- Comply with Abbeygate Sixth Form College safeguarding policy and procedures

- Be required to carry out such reasonable additional duties as may from time to time be determined by the Abbeygate Sixth Form College Principal

Criteria	Essential	Desirable
Knowledge		
Technical or Specialist	- Relevant Level 3 or higher qualification in an IT or Computer Science based subject - Knowledge and experience of Microsoft SQL Server up to 2016 and associated services (SSRS) - Knowledge and experience of Capita SIMs - Advance knowledge and experience of Microsoft Office Suites - Experience of trouble shooting and resolving complex technical issues. - Knowledge and Experience of coding in SQL, ASP.Net, VB and HTML	- Relevant HNC / HND or higher in an IT or Computer Science base subject - Knowledge and experience of Microsoft Power BI - Knowledge of ProAchieve
Literacy and Numeracy	- Strong oral and written communications skills with the ability to communicate effectively with, and interpret requirements from both technical and non-technical colleagues - Ability to and maintain accurate and timely records. - Ability to carry out administrative tasks. - High levels of accuracy and attention to detail with the ability to present information in an accurate and appropriate format	
Organisational	- Knowledge of data return procedures. - Knowledge of basic health and safety responsibilities - Knowledge of policies and procedures, e.g. sickness and absence records procedure. - Knowledge of administrative procedures, e.g. ordering, incoming/outgoing post.	
Knowledge & use of equipment	Ability to use/operate general office equipment.	
Mental Skills		
Problem Solving	Carry out checks on data stored within the colleges MIS system	

	• (SIMs) and refer any queries to the MI team or line manager as appropriate.	
	• Good analytical and problem-solving skills.	
	• The ability to work unsupervised and to tight deadlines, prioritising where needed, with a focus on quality and the needs of the end user	
Thinking creatively / Developing new ideas	• Contribute to the production of materials as required	
Planning ahead	• Assist in the preparation for college activities.	
Interpersonal & Communications Skills		
Verbal and written communications skills (including use of languages)	• To be able to communicate with a wide range of stakeholders in a professional manner. • Receive and redirect telephone calls, passing on messages to others. • Undertake correspondence as required. • Ability to handle confidential, sometimes sensitive information.	
Training and / or presentation skills	• May assist/contribute to induction training for new administrative/finance staff.	
Physical skills		
Keyboard skills / use of mouse	• Highly accurate keyboard and mouse skills are required to use the finance management system and undertake a range of tasks such as the production of reports, routine and non-routine correspondence etc.	
Other Attributes		
Level of autonomy	• The post holder will be expected to make day to day decisions about own workload, within clear guidelines and procedures • Supervisory assistance is available most of the time	