**MIS Consultant**

The ONTO Group

The ONTO Group in Manchester M41

Full-time, Permanent

*MIS Data Consultant*  
*Data MIS Consultant (Sims,Arbor,Bromcom,CMIS)*  
**MIS Consultant**

The ONTO Group is a forward-thinking company that strives to provide the WOWFACTOR. We are looking for an MIS Consultant with experience in Data and Exams.

**Company Information**  
The ONTO Group is about providing WOW Factor. Changing the way, we view the world, through teamwork and having a lot of fun along the way, and not being afraid to make mistakes. It’s about growing both personally and professionally. We achieve the impossible with fewer people. But most of all it’s about having faith that if we do the right thing then in the long term the business will succeed and build something great.

**Role Summary:**

* Working with the ONTO Group to develop and build MIS Data Managed services across several schools both in the UK and Internationally
* Responsibility for managing the complete exams process across all key stages covering internal & external exams and adhering to national regulations and guidelines and an annual budget.
* Working to JCQ guidelines and managing data projects
* To be responsible for Helpdesk and Managed Service development and use of Management Information Systems to support school improvement and data
* To be responsible for assisting Senior MIS Consultants
* To work with various schools and manage the school data

**Person Specification**  
1. Experience

* 2 years+ relevant, successful, and appropriate experience.
* Working knowledge of MIS Systems preferably SIMS or Bromcom or Arbor.
* Evidence of working within a team.
* Evidence of good organisational and problem-solving skills.
* Substantial examinations experience preferably within a secondary school setting.
* Experience of working with school data at both Secondary and Primary level

2. Education and Training

* Evidence of continued professional development.

3. Skills

* Ability to communicate effectively, at all levels, both orally and in writing – particularly with regards to data, clearly and effectively.
* Use of good organisational & planning skills to plan ahead, set targets and manage projects, and evaluate performance against plans and targets.
* Ability to think independently, draw conclusions, and make recommendations.
* Ability to work constructively as part of a team, understanding school roles and responsibilities and own position within these.
* Well-developed IT and Management Information skills (especially MS Excel)
* Ability to work on different school systems
* Highly numerate with good analytical and interpretive skills

4. Knowledge

* Extensive knowledge of PC based software, especially Microsoft Office
* Good knowledge of school MIS systems.
* Extensive knowledge of GCSE and GCES.
* Evidence of familiarity with relevant local and national policies, priorities, and statutory frameworks, particularly in regard to current education objectives and practice.

5. Personal Qualities

* Provide WOWFACTOR everyday
* Excellent attendance and punctuality.
* Hard-working, flexible and reliable.
* Honesty and integrity
* Good personal presentation.
* Able to cope under pressure, meet deadlines and deal with stressful situations.
* Able to operate in a professional and tactful manner
* Highly motivated and able to use own initiative
* A desire to be involved in the life of ONTO generally.
* An understanding of and a commitment to the promotion of equality of opportunity in all aspects of ONTO life.

**Equality of Opportunity:**

* As a member staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment, and bullying.
* Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, school staff, children and visitors.
* To contribute as an effective and collaborative member of the ONTO Family
* Any other duties as reasonably required by any manager of the ONTO Team.
* Participate in the ongoing development, implementation and monitoring of ONTO plans.
* Attend regular meetings as required and make a positive contribution during meetings.

**Key Skills and Competencies:**

* Excellent Interpersonal and Communication Skills – Written and Oral.
* Excellent Organisation skills with a systematic approach to workload management.
* Excellent time management, planning and work prioritisation skills.
* Experience in developing systems and processes.
* Excellent understanding of MIS such as Sims or Arbor.
* Minimum A level or appropriate NVQ educational qualification.
* Experience of project management including report writing and statistical data
* Ability to plan and develop systems.
* Ability to relate well to children and adults.
* Ability to relate well to senior leaders and other staff
* Work constructively as part of a team, understanding roles and responsibilities and your own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Confidentiality of information as appropriate.
* Ability to work under pressure.
* Ability to work on own initiative.

**Benefits:**

* starting salary from £25k + per annum. Salary is dependent on experience.
* 20 paid holidays per annum PLUS Bank Holidays
* Extra Birthday Holiday
* Opportunity to earn extra holiday days for each year of service – 5 extra days max
* In-house training and support provided, external training programmes
* Opportunities for development
* Frequent social events (Covid permitting)
* Enjoyable and upbeat working atmosphere
* Flexible working between 7:00 am-6:00 pm
* Complimentary hot drinks and soft drinks

**Safeguarding**

ONTO is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including Enhanced DBS; qualifications (where applicable); medical fitness; identity and right to work.

**References**

All applicants will be required to provide two suitable references.