



The
Ladies' College
Guernsey

MIS Co-ordinator (18 month FTC)



January 2026

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Candidate Criteria

The MIS Co-ordinator will provide high-quality support within the Management Information Systems (MIS), ensuring that student, staff, and course data is accurately recorded, maintained, and reported in line with internal and external requirements. The postholder will play a key role in supporting data integrity, compliance, and the smooth running of the College's information systems.

Key Criteria

- Experience working with databases or information management systems;
- Strong attention to detail and accuracy;
- Good IT skills, including Excel and data entry;
- Ability to manage workload and meet deadlines;
- Excellent communication and interpersonal skills;
- Ability to work appropriately in an environment where children and young people are present, with an understanding of safeguarding responsibilities.

Role and responsibilities

Data Management and Administration

- Input, update, and maintain accurate data on the MIS relating to students, staff, attendance, and courses;
- Ensure data is complete, consistent, and in line with College data standards and reporting requirements;
- Assist with the preparation and submission of statutory returns;
- Support the collection, checking, and analysis of enrolment and assessment data;
- Maintain electronic records and ensure compliance with data protection and confidentiality standards.

System Support

- Support the day-to-day operation of the MIS, responding to staff queries and assisting with troubleshooting;

- Help ensure users are trained and supported to use the system effectively;
- Work with the IT Manager and Director of Studies to identify and resolve data or system issues.

Reporting and Analysis

- Generate reports and data extracts for internal use, management reports, or external agencies;
- Assist in producing regular attendance, performance, and enrolment reports;
- Support the ongoing improvement of data quality and reporting processes.

Compliance and Confidentiality

- Handle all information in accordance with GDPR and the organisation's data protection policies;
- Support audits and data quality checks to ensure compliance with funding and regulatory requirements.

Teamwork and Communication

- Work collaboratively with colleagues across departments (e.g. Exams, Admissions, Curriculum);
- Provide excellent customer service to staff and students in all data-related queries;
- Contribute to a culture of accuracy, accountability, and continuous improvement.
- Undertake any other reasonable duties as required by the line manager to support the effective operation of the College.

Line Management

Reports to the IT Manager.

Hours

20 hours per week to be worked across 5 days.

Term-time only, plus 3 x INSET days (one per term) plus 3 weeks to be worked in the College's holidays to support.

Remuneration

The remuneration for this post will be commensurate with experience.

Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy Notice and Data Protection Policy and The data Protection (Bailiwick of Guernsey) Law, 2017.