



Job Title	Funding & MIS Manager
Size of Post	Full time – 36 hours per week x 52 weeks per year
Grade	LBR 8 point 26 – 28
Salary	£32,418 - £34,209 per annum
Line Manager	Principal

Redbridge Institute is looking to recruit a dynamic, enthusiastic, highly motivated individual who will actively and effectively be responsible for managing MIS and funding.

The post holder will take overall responsibility for the collection, monitoring, and reporting of accurate data for Redbridge Institute and for making timely returns to the GLA and ESFA. You will provide specialist support to senior managers in relation to data and funding requirements and lead our data input and MIS team in the collection and management of performance data.

The successful candidate will need to:

- Have substantial experience of working with data and MIS systems and producing accurate reports.
- Support staff across the Institute in understanding course planning, monitoring and reporting to maximise funding.
- Have experience of working with outside agencies and external funding bodies, including audits by regulating bodies.
- Have a high level of IT skills and be able to apply these to a variety of tasks
- Have the ability to interpret complex documents and produce guidance for staff
- Line manage the self-assessment process within the MIS and Exams teams and contribute to the Redbridge Institute Self-Assessment Report and Quality Improvement planning.
- Have a detailed understanding of Ofsted inspection frameworks and FE and Skills funding methodologies, including AEB.

For further information and an application form, please visit our website

www.redbridge-iae.ac.uk

We only accept applications on our standard application form which must be emailed to staffing@redbridge-iae.ac.uk or posted to be received by 5.00pm Friday 8th October 2021.