



Salford City College Group consists of five colleges in the Salford area: Pendleton Sixth Form College, Eccles Sixth Form College, FutureSkills at MediaCityUK, City Skills and Worsley College. The Group also comprises of Apprenticeships at Salford City College and University Centre at Salford City College.

MIS Officer

Reference: SCCG2908 | **Closing Date:** 25/06/2025 | **Interview Date:** 30/06/2025

Salary: £23,817 - £26,183 (Pro rata salary £20,178 - £22,182). Incremental progression throughout the band is available.

Contract Type: Permanent | **Hours per Week:** 30.5 | **Location:** Pendleton Sixth Form College / Across Various Sites

About the Role

An opportunity has arisen to join our busy Management Information Services team. This team is responsible for maintaining the student records system (ProSolution) and carrying out data hygiene to ensure our funding returns can be returned accurate and timely and that the business has reliable and accurate data to report on.

The main function of this role will be to carry out MIS processes, including enrolment, course set-up, timetabling and ongoing management of student data. This role is mainly located at our Pendleton site but will also require the post holder to be able to travel to other college sites as directed.

MIS is a busy but friendly and professional team. Whilst previous experience of using MIS systems in a college setting would be beneficial, it is not essential as training will be provided.

How to Apply

For more information and to apply for this job, please complete the registration and online application form via our [website](#).

If you have any queries regarding this vacancy, please email HR@salfordcc.ac.uk.

Reason to Join Us:

- We have Generous Terms and Conditions (Sixth Form College's Association style terms and conditions) including 40 days annual leave entitlement (including bank holidays)
- We have a 2:30pm finish on Fridays, Free on-site parking and various health and wellbeing resources and benefit schemes including two Staff Wellbeing days per year.
- We offer automatic enrolment to the Local Government Pension Scheme with 20.70% employer pension contribution.
- Our College is an incredible community, there is a lot that staff and their families can get involved with.
- We have family friendly policies and we are happy to talk about flexible working.
- We invest in our people and offer a range of training & career opportunities for all staff as part of our Be Outstanding Development programme.
- We have an amazing Staff Benefits Package with discounts and savings for supermarkets, petrol, high-street retailers, holidays, cinemas and other leisure.
- Our shared purpose: We believe in the value of education for a successful future and we want the best for our learners and our staff.
- Our core values are at the heart of everything we do. Staff and students behave with respect, integrity and kindness.

Commitment to Safeguarding

This post is exempt from the Rehabilitation of Offenders Act 1974 and as part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees.

The College strives to be a diverse and inclusive community and welcomes applications from people from all backgrounds.

Recruitment Agencies: We are not utilising the service of recruitment agencies for this vacancy and will accept direct applications only.