



Job Title	Management Information System (MIS) Assistant
Size of Post	Part-time permanent post – 18 hours per week x 52.14 weeks per year
Hours of work	To be determined with line manager but expected to be at least 3 days per week
Salary	LBR grade 3 – scale points 14-17 £ 10,003 - £ 10,236 a year (full time equivalent £20,007 - £20,473) – pay award pending

We are looking for someone who possesses excellent IT skills to join our MIS team. You will use Redbridge Institute's MIS system to input, check and extract information accurately and will also assist your team in day to day activities.

The role requires you to have excellent organisational and IT skills, good attention to detail, the ability to prioritise and multi-task and a willingness to learn new skills. You will need to have relevant IT qualifications and proven work experience in a management information role, although we will consider applicants who have recently completed MIS related specialist training.

The post will be based in Redbridge Institute's main sites at Gants Hill and Ilford. We have excellent facilities and professional development opportunities for staff.

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 5pm Friday 29th March 2019