



**Registry and MIS Manager**

**Permanent**

**Full-Time (37 hours per week)**

**West End, London**

**Circa £36,000 per annum depending on experience, plus benefits**

The Fashion Retail Academy (FRA), founded in 2005, is the UK's leading vocational FE Academy specialising in fashion and retail education. We have charity status and make it our mission to inspire and develop talent for a specialist career in fashion retail.

We have a unique opportunity to join us in the varied role of Registry and MIS Manager. We are seeking an experienced and organised individual with the drive to oversee the effective operation of our core student management information system, data returns to funding bodies and provide timely and essential information to the wider management team to inform strategic decisions.

The successful candidate will be an integral part of the FRA's management team and will oversee admissions, MIS, exams, learner bursary and timetabling/registers. We are looking for an enthusiastic team player to collaborate with senior staff to design the overall delivery timetable for the curriculum.

The ideal candidate will come from an FE education background with experience of being a super-user of a student information system and experience of ILR returns and developing and implementing effective administrative systems. It is essential that you have advanced MS Office skills, including Word, Excel and PowerPoint combined with excellent analytical and problem solving skills. An understanding of funding policy is essential.

If you have a passion for using data and information systems to support the delivery of strategy in an education organisation and you are looking for a vibrant environment to further develop your career, then we would love to hear from you!

Please see further information on the role outlined in the job description.

**How to apply:**

Please complete an application form and a confidential disclosure and equal opportunities form and send these along with your CV to [recruitment@fra.ac.uk](mailto:recruitment@fra.ac.uk).

Visit our website for more information about us:

<https://www.fashionretailacademy.ac.uk/contact-us/current-vacancies/>

**Closing date:** 5.00 pm, Wednesday 19<sup>th</sup> December 2018