

# Ian Grice BA, MA, MSc

Location: Liverpool, Merseyside

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## Expertise

- **Languages:** Excel formula language, SQL (T-SQL), DAX, Power M, Python [Basic]
  - **Tools:** Microsoft Office Suite, Microsoft Power BI, Microsoft SQL Server
  - **MIS Platforms:** ProSolution, ProMonitor, ProAchieve, Bromcom, SIMS
  - **Other Platforms:** OneGrade, TestWise, Class Charts, ParentMail
  - **Soft Skills:** Analytical skills, communication skills, organisational skills
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## Professional Experience

**Data Administrator** | St John Bosco Arts College | October 2025

### Achievements

- Accurate input and maintenance of student and staff details onto Bromcom MIS
- School Census return; cleaned and validated statutory data in Bromcom
- School Workforce Census return; cleaned and validated statutory data in Bromcom

**Cover and SIMS Data Manager** | Gateacre School | June 2025 – October 2025

### Achievements

- Produced performance reports
- Prepared and configured SIMS for new academic year
- Assisted Examination Department with room changes
- Responsible for managing daily teaching cover for entire school

**Senior Data Analyst** | Greenbank | October 2022 – June 2025

### Achievements

- Produce complex QAR, progression, attendance, and funding reports
- Managed large datasets and produced accurate headline reports
- Produce interactive dashboards and headline data using Power Query and Power BI
- Submitted statutory student and staff returns to DfE
- Configured and managed MIS system and supporting data systems
- Successfully managed Student Records Team

**MI Manager** | Greenbank | June 2008 – October 2022

### Achievements

- Lead role in strategic implementation and calibration of MIS system and supporting data systems
- Successfully managed large datasets utilising Excel, Power BI and SQL
- Successfully delivered a range of projects, e.g., ISO27001 framework and the corporate website
- Successfully line-managed a Student Records Team, Reception and Technical Support Team

**Senior Academic Records Officer** | Edge Hill University | February 2007 – June 2008

### Achievements

- Responsible for quality control in relation to curriculum datasets in Quercus
- Successfully coordinated validation processes across Departments and senior academics
- Successfully extracted information from a variety of systems to produce accurate statistical reports
- Successfully delivered an effective Academic Registry training programme

**Senior Programme Administrator** | Edge Hill University | October 2004 – February 2007

### Achievements

- Effective monitoring of student records, files and datasets to ensure funding compliance
- Successfully coordinated programme planning procedure processing module and course choices
- Effectively line managed Student Records Team via appraisals and team meetings
- Ensured recording of accurate curriculum, timetables, registers, and marketing information

**Attendance Monitoring Officer** | City of Liverpool College | October 2002 – July 2003

#### **Achievements**

- Successfully introduced new EBS electronic attendance system
- Successfully delivered effective training across college sites, Outreach and DISC Centres
- Dealt tactfully and diplomatically in the resolution of arising issues and queries
- Took lead role in designing new attendance monitoring and audit procedures

**Programme Administrator** | Liverpool John Moores University | January 1999 – October 2002

#### **Achievements**

- Effectively managed all student records for the School of Computing & Math Sciences
- Successfully serviced a range of meetings including MAB and PAB assessment meetings
- Provided excellent advice and guidance to senior academics, colleagues and students
- Took a lead role in coordinating examinations, transcripts, referrals/deferrals, PMC claims and APEL

### **Academic Qualifications**

**Open University** | September 2017 – 30 June 2023

MSc in Technology Management | Pass

(Merits in Data Protection, Project Management and dissertation)

**Open University** | September 2007 – July 2008

TT280 Web Applications: Design, Development and Management | Pass

TT282 The Server-Side of Application Development | Pass

**Liverpool John Moores University** | September 2004 – July 2005

HE Cert Computing | Pass

**Liverpool Business School** | September 2000 – July 2003

MA Marketing | Pass

**Liverpool Business School** | September 1999 – July 2000

PG Cert in Information and Library Management | Pass

**Liverpool Business School** | September 1998 – December 1998

Skills for Business Level 1 Module | Pass

**Liverpool Hope University** | September 1994 – July 1997

BA (Hons) English/History | 2:1

**City of Liverpool College & De La Salle Grammar School** | September 1982 – July 1994

English Literature A Level | B

Mathematics GCSE | C

English Literature O Level | B

English Language O Level | C

History O Level | C

Art O Level | B

### **Professional Qualifications**

**Google** | July 2022 - December 2022 | Google Data Analytics Certificate | Pass

**CMI** | September 2017 – September 2018 | Level 5 NVQ Diploma in Leadership & Management | Pass

**Skills Soft Ltd** | September 2012 – October 2012 | Prince2 Foundation | Pass

**St Helens College** | August 1997 – September 1997 | ECDL | Pass

**Sight & Sound College** | July 1994 – September 1994 | Level 2 NVQ Business Administration | Pass

### **Personal Interests**

I enjoy reading, music and playing the guitar. I also enjoy travelling. I maintain a healthy lifestyle and visit the gym, cycle, walk and swim.