



# PRIOR'S FIELD SCHOOL

## School MIS Administrator

**Part time (18 hours per week), term time + 3 weeks**

### Job Description

The School MIS Administrator is responsible for managing the collection, entry, integrity, consistency, quality and output of the data stored in the School's Management Information systems.

The School MIS Administrator will report to the Director of Studies and will be a key member of the school's admin team, supporting and covering their roles as required, including front office and invigilation.

#### **Specific responsibilities of this post include but are not limited to:**

- Managing and maintaining the integrity of all academic-related data in iSAMS, including the creation and maintenance of all pupil and parent records
- Collating and exporting iSAMS information ready for use in other systems within the school
- Creating custom reports using iSAMS report builder tools as required by SLT
- Working closely with the Director of Studies to manage the integrity of data for the creation of the new academic year data set and associated processes
- Collating and importing data relating to subject choices
- Disseminating information to Heads of Departments and allocating students to subject sets
- Overseeing the population of new teaching sets and timetables according to the school timetable
- Liaising with the Admissions team to onboard new students including crosschecking their admission forms with details on iSAMS and scanning and uploading of birth certificates and passports
- Ensuring that complete and full educational data is available for all students
- Assisting the IT team with managing data in other systems as directed
- Managing and maintaining the integrity of all data for My School Portal and other integrated systems
- Overseeing changes of details requests from My School Portal

- Administering user accounts on My School Portal including account activation and maintenance
- Producing statistical returns as required by external bodies, for example DfE
- Acting as the first line of support for staff on iSAMS and troubleshooting issues where required, in conjunction with the IT team
- Training staff on understanding data and using iSAMS to drive improvements
- Ensuring compliance with GDPR regulations for use, storage and archiving of all types of data, school wide
- Regular checking and cleansing of data to ensure accuracy and compliance with Data Protection guidelines
- Contributing to the maintenance and updating of all school policies and procedures associated with management of student data
- Producing and analysing data relating to student numbers, achievement, success rates and destination data for internal purposes
- Producing student and curriculum related performance indicators to underpin internal quality assurance and performance management processes
- Analysing and producing data to enable each department to set performance targets in line with whole school policy
- Providing administrative support relating to Subject Access Requests as required
- Completing information for Surrey County Council regarding leaving students
- Organising regulatory staff training including First Aid and Fire Safety
- Updating staff training records on iSAMS
- Supporting the safeguarding team to ensure staff training is completed in a timely manner
- Coordinating pre-planned staff cover requirements and supporting last minute cover requirements as required

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and qualifications</b>		
Experience in a similar role	x	

Previous work experience in a school		x
Experience of iSAMS		x
Excellent communication skills	x	
Demonstrable experience in a varied and busy role	x	
<b>Skills and competencies</b>		
Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation	x	
Discreet, approachable and trustworthy	x	
Ability to manage a busy workload with sometimes rapidly shifting priorities	x	
Effective communicator with strong interpersonal skills	x	
Flexible and adaptable	x	
Good work attendance record	x	
<b>Personal qualities</b>		
Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude	x	
A people person – able to demonstrate excellent interpersonal and communication skills and a willingness to foster positive relationships within school and the wider Prior's Field community	x	
Highly organised with an ability to multi-task	x	
Able to see the bigger picture and do as much as possible to help others do their job	x	
Efficient and effective	x	
Enthusiastic and self-motivated – will actively seek to further the school's best interests	x	
Good sense of humour	x	
A creative mind with an ability to suggest improvements – problem-solving skills	x	
Adaptable and willing to try new concepts, ideas, methods including new technologies	x	
Personal integrity	x	

High degree of initiative and common sense - able to work independently on tasks and prepared to take responsibility for their area of work	x	
High working standards for self and others	x	
Ability to exercise judgement and know when to seek advice	x	
Team player - ability to work as part of a team, working co-operatively and sensitively with others	x	
Flexible approach and the ability to adapt to changes in working methods and approaches	x	
Willingness to participate enthusiastically in all aspects of school life	x	
Be committed to safeguarding our pupils in line with the school's Safeguarding Policy	x	

### Terms of employment

<p><b>Salary</b></p> <ul style="list-style-type: none"> <li>• Dependent on experience</li> </ul> <p><b>Hours</b></p> <ul style="list-style-type: none"> <li>• 18 hours per week</li> </ul>
<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Catering at Prior's Field is five star. Lunch, morning and afternoon break is available to all staff during term time.</li> <li>• Staff have access to school facilities such as the gym and swimming pool.</li> <li>• Free on-site parking is available.</li> <li>• Eye care voucher scheme – all members of staff are eligible for a free eye test and a contribution towards glasses required for VDU use</li> <li>• Group Private Health Care Plan – paid for by the employee, but the group plan allows us to facilitate better rates for our staff</li> <li>• Cycle to work scheme</li> <li>• Generous contributory defined contribution pension scheme</li> <li>• Staff fee discount of 50% (pro-rated for part time staff, eligible after passing probationary period)</li> <li>• Access to 24-hour counselling helpline</li> </ul>
<p><b>Conditions</b></p>

- The position is subject to DBS certification and satisfactory references being obtained.