



Support Staff Team Member MIS and Data Administrator



Employment Status:	Full Time
Required from:	As Soon as Possible
Job Location:	Main College Site - Whole College Post
Application Closing Date:	Thursday 28 October 2021
Interview Date:	Longlisting W/C Monday 01 November 2021 Shortlisting W/C Monday 08 November 2021

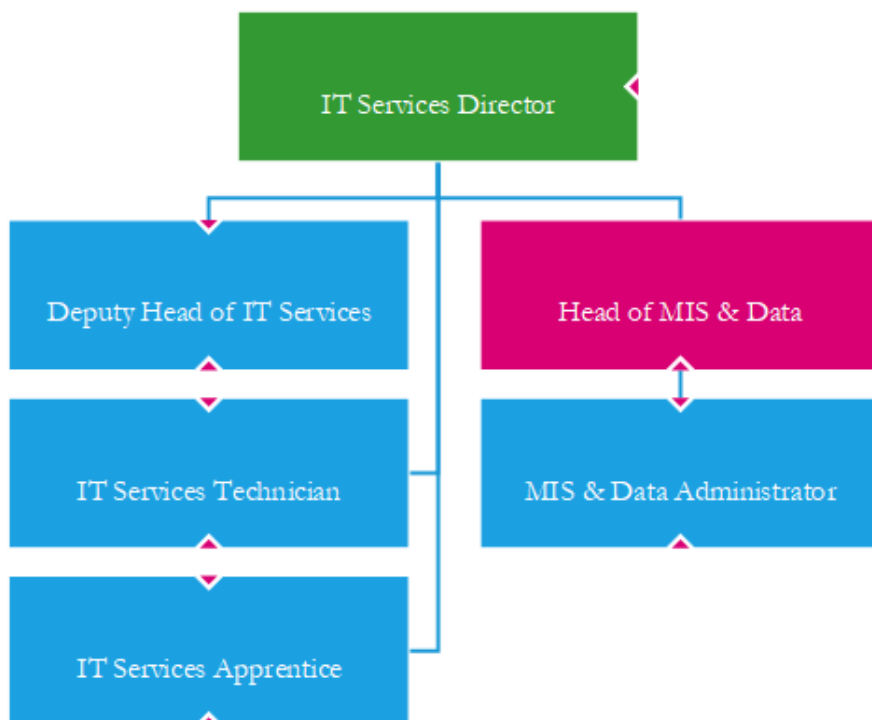


THE DEPARTMENT

The Support Team comprises approximately 120 dedicated and professional staff, covering the following business and day to day operational functions of the College:

- Administration
- Admissions
- Commercial Enterprise
- Development & Fundraising
- Finance
- Health & Safety
- Human Resources
- IT Services
- Marketing
- MIS and Data
- Property & Facilities
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

The MIS and Data department is a newly formed department that consists of the Head of MIS and Data and the MIS and Data Administrator. The MIS and Data department supports the use of the College's MIS and extended systems whilst also providing extensive data analysis for staff and Senior Leadership.



THE ROLE

We are looking for an experienced school MIS administrator, ideally with iSAMS experience, to assist with the upkeep of the MIS system and general support of the Head of MIS and Data.

This position is an exciting opportunity for a dynamic and ambitious individual with good knowledge of school MIS systems, who is enthusiastic about data and would like to develop their skills. The primary focus of the role is assisting the Head of MIS and Data in managing the College's management information system (iSAMS) for staff, pupils and parents with further opportunities to develop skills.

The successful candidate will be joining an enthusiastic and forward-thinking department who are keen to share their knowledge and skills to develop those around them. We are looking for a candidate with a strong track record of school MIS administration and the timely nature of related tasks.

They will be able to work well under pressure and be assured enough to advise stakeholders on potential upcoming issues. As such, a strong understanding of data flows/inputs and outputs within a school calendar year is essential.

JOB DESCRIPTION

Responsible to: Head of MIS and Data

Management Information Systems

- Assist the Head of MIS and Data with data creation, validation and cleansing within iSAMS.
- Support stakeholders with their use of iSAMS, including portals.
- Where appropriate, assist with internal iSAMS training.
- Assist with the import and export of data as required between systems, including the timetable.
- Assist the Head of MIS and Data with annual ISI and DfE Census returns.
- Where appropriate assist with report manager.
- Assist with the design and specification of reports for stakeholders.
- Assist with the creation and upkeep of a knowledge base for common MIS-related issues and procedures.
- Where appropriate, assist with analysis and reporting duties.
- Input whole College basic data into 'The Timetabler' programme with oversight from the Head of MIS and Data.

Admin support

- Assist with the day to day running of the internal examinations, including room changes, invigilation rotas and study leave supervision.
- Support the Head of MIS and Data with data tasks.

General

- To have due regard for safeguarding and promoting the welfare of children and young people. To follow the child protection procedures detailed in the College's safeguarding policy.
- To demonstrate a willingness to work flexibly.
- Engage in training opportunities to further develop skills and knowledge.
- To perform such other tasks as may reasonably be required by the Bursar.
- To carry out the above duties in accordance with the Foundation's policies.

HOURS OF WORK

37.5 hours per week, term time only plus 10 days as agreed with the Head of MIS and Data for specific tasks such as the annual roll over. Some flexibility will be required with this post and any additional hours worked can be taken flexibly as Time off in Lieu. Annual leave to be taken during school holidays.

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Qualification/s and Training		
Educated to degree level or hold relevant job qualification		X
Experience		
Experience administering a school MIS	X	
Experience of a school MIS to a high level	X	
Experience administering a school MIS with termly data flows - admissions/examinations/Census/attendance		X
Experience using an assessment and reporting system.		X
Experience with iSAMS		X
Experience importing timetabling to a school MIS		X
Experience assisting/training teaching staff on school MIS		X
Skills and Knowledge		
Knowledge of termly school data flows - admissions/examinations/Census/attendance	X	

Beginner/Intermediate use of Microsoft Excel (Tables/filters)	X	
Intermediate/Advanced level of Microsoft Excel (pivot tables/charts)		X
Knowledge of a school MIS for timetabling		X
Experienced use of Microsoft Access		X
Personal Qualities		
Ability to work independently using your own initiative	X	
Personable and patient	X	
Enthusiastic about learning new skills	X	
High degree of customer service for all support queries	X	

THE PACKAGE

Salary: £21,225 - £26,503 FTE (pro rata £17,307 - 21,632)

Pension: Contributory Pension Scheme ISPS (DC)*

Benefits: Tuition fee remission (which is means tested and capped) and no registration fees*
Private Health Care Insurance (50% paid by employer) with reduced health club membership.
Health care cash plan
Free lunch and beverages, during term time
Staff Accommodation (subject to availability; competitive market rate)
Free off-road parking
Salary Sacrifice Schemes
Season Ticket Loan
Free winter and summer social events
Annual flu immunisation

*Conditions apply.