



BEAUDESERT PARK SCHOOL

JOB DESCRIPTION

Job Title: MIS Manager

Job Purpose: Management, maintenance, and development of the School's MIS system and other key administration software
Reporting and analysis of academic results, progress, and attainment of all pupils
Management of the timetabling system of individual lessons in Music, LS and LAMDA

Employment Duties

School Management

- Manage and administer the registration, assessment, reporting and administrative systems
- Ensure the ongoing integrity of all data in the MIS systems (iSAMS)
- To perform the academic rollover each summer in iSAMS, to include importing new pupils, timetables, form lists, set lists, and groups.
- Check the timetable for clashes and errors. Maintain the school timetable and class/set lists throughout the year, making amendments when necessary to rooms/teaching staff so that the published timetables in iSAMS and Firefly are always up to date. Switch between summer and winter timetables in October and February.
- Ensure data in other systems is updated each academic year and maintained throughout the year (e.g. Maestro, GL Testwise, GL Ready, Atom, Tapestry, Spellzone, Sparx, etc)
- Create and maintain iSAMS user accounts and ensure appropriate levels of access for all users
- Maintain the modules in iSAMS for tracking behaviour, detentions, LS registers, G&T and EAL registers.
- Provide training and support to staff as necessary to ensure systems are used effectively and data is input accurately
- Produce annually a summary of pupil data to send home, for parents to verify and to update where necessary

Academic Data and Reporting

- Manage all technical aspects of the reporting system. Create and update as necessary all report templates and reporting cycles in iSAMS Reports Manager
- Manage (and support staff as necessary through) reporting cycles in iSAMS Online Assessment and Reports Wizard modules
- Create (in Visual Studio or SSRS) and maintain a current library of report designs in iSAMS for different year groups and terms, for both regular school reports and exam result reports for parents/guardians; liaising with SLT and academic staff in both Prep and Pre-Prep. Update designs when requested by SLT.
- After each reporting cycle, prepare reports for publishing, including proofreading (or arranging proofreading) of all comments and making corrections where needed.
- Generate half-termly school reports, and exam results reports as required and publish to the Firefly parent portal.
- Use the academic calendar to ensure staff input all assessment data into iSAMS in a timely manner
- Facilitate the analysis and tracking of data for individual pupils and cohorts by creating automatic colour coded models and data analysis reports
- After each reporting cycle, provide a summary of grades or results spreadsheet by year group for SLT and HoDs

- Publish all academic data in iSAMS so it is available to all teaching staff
- Administration of GL testing (CATS, PTE, PTM and Ready) including providing a timetable for staff and pupils, creating sittings in the GL portals, downloading results and importing into iSAMS.

Music, LAMDA and LS lessons

- Manage the third-party software (SOCS) and ensure the data therein is synced with the iSAMS database and regularly reviewed/updated.
- Produce reports for SLT/governors about these lessons from the SOCS database as required.

Software

- Liaise with third party software vendors on maintenance issues and any custom requirements/reports
- Keep abreast of changes in industry data management standards and products and advise SLT in this regard
- Be responsible for reviewing and informing the school about any forthcoming version changes to products used
- Coordinating with the IT Manager on any upgrades or system developments including:
 - Coordination of the integration between the database and other current and future School databases and systems
 - Ensuring security of the database

Other Duties

- Support the School's Development Plan
- Understand and comply with the School's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children
- Understand and comply with the School's Health and Safety Policy
- Understand and comply with the School's Data Protection Policy
- Undertake any other key tasks which the Headmaster may reasonably assign.
- Accept the need to follow all School policies and procedures as appropriate and relevant to the post.

PERSON SPECIFICATION

Essential

- Proven experience managing MIS systems (preferably iSAMS) in an educational setting.
- Experience in academic data reporting and analysis, including creating templates and managing reporting cycles.
- Familiarity with timetabling and scheduling systems.
- Strong proficiency in MIS platforms (iSAMS preferred).
- Competence in data analysis and producing dashboards or tracking models.
- Understanding of database security and data protection requirements.
- Comfortable with third-party educational software
- Understanding of school administrative processes and academic reporting cycles.
- Knowledge of industry standards for data management and reporting.
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Ability to work under pressure and manage urgent tasks.
- Effective communication skills for liaising with SLT, staff, and external vendors.
- Proactive and adaptable, with a problem-solving mindset.

Desirable

- Degree or equivalent qualification in IT, data management, or a related field, or significant relevant experience.
- Experience liaising with software vendors and managing integrations between systems.
- Ability to create and maintain reports using tools such as Visual Studio or SSRS.
- Willingness to work outside normal hours if required
- Ability to train and support staff in using MIS systems effectively as appropriate
- Awareness of safeguarding, health and safety, and data protection policies.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.