

## JOB DESCRIPTION

**Job Title:** MIS Manager  
**Responsible to:** Assistant Principal

### Job Purpose:

To support improved curriculum delivery and student outcomes through effective leadership of the Academy's Management Information Systems.

### Principal Duties:

- To manage the data systems across the Academy to ensure that data is up to date, accurate, accessible and well presented for SLT and other stakeholders.
- To be accountable for the data, ensuring systems are maintained and that data is accurately presented to allow the academy to evaluate the performance of every student within the Academy.
- To assist, where necessary, with the scheduling of the timetable in line with the agreed curriculum model and to maintain the timetable throughout the academic year.
- To line manage the Examinations & Assessment Officer and MIS Officer including performance appraisals, training and development.
- To manage the Academy's commitments for the reporting of data to the local authority, Department for Education and other agencies making sure that our commitments are met and that data transferred is accurate and reliable.
- To be responsible for the School Census ensuring that all information provided is accurate, meets statutory requirements, is fit for purpose and is submitted within the required timescales.
- To prepare marksheets for collecting assessment data in line with the Academy's Target Setting and Assessment Policy, ensuring that targets are generated for all students for all subjects, and that Assessment reports for parents are produced in line with the published deadlines.
- To work with the Senior Leaders responsible for data and timetable in managing the Academy's assessment data and associated data package (4Matrix and SISRA Observe) to provide accurate assessment data which supports and informs intervention and analysis.
- To take the lead in analysing and interrogating data in order to identify trends and discrepancies and so feed into medium and long term strategy planning for the academy.
- To oversee the reporting of exclusions, admissions and examination data and other areas where data reporting is required.
- To report to the Senior Leadership Team, Governors, external agencies and other stakeholders on the key performance indicators for data and provide reports on the performance of the Academy.
- To liaise with the school Network Manager to ensure that updates and patches to SIMS are planned and implemented as necessary and without risk of data integrity being jeopardised.
- To provide support and training for teaching and support staff in the use of the Academy's MIS systems and other relevant data packages in order to ensure accuracy and confidence in use.
- To administer access rights for SIMS, 4Matrix and SISRA Observe, creating, modifying and deleting users as required
- Co-ordinate and oversee the gathering of relevant data for internal and external inspections.

- Ensure all MIS data is stored securely and in compliance with the Data Protection Act.
- To produce class lists, timetables and other day to day information as and when required.
- To be responsible for daily cover arrangements.

**General duties and responsibilities**

- To ensure confidentiality is maintained at all times.
- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Associate Assistant Principal fully informed of all matters arising and all initiatives undertaken.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To work in accordance with all academy procedures and policies.
- To adhere to the MHA professional Code of Conduct and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.