

JOB DESCRIPTION

Job Title: MIS Officer
Responsible to: MIS Manager

Job Purpose

Under the direction of the MIS Manager to support the accurate inputting of data, assessment and MIS information; to support the provision of effective Teaching and Learning; to ensure compliance and accuracy in exclusions and admissions; to support the coordination of the transition process; to support day-to-day operational requirements and to support colleagues within the team at key times of the year.

Principal Duties

Data, Assessment and MIS

- Where required to support the work of the MIS Manager to enable the production of data and assessment information through effective and accurate systems and procedures.
- Assisting the MIS Manager on reporting key performance indicators.
- To maintain the Academy's student database.
- Where required and only as directed by the MIS Manager to produce reports and other information required by senior staff.
- Under the direction of the MIS Manager to modify student timetables and maintain student classes.

Teaching, Learning and Assessment

- To provide necessary induction to external agency supply staff and to be the point of contact with agencies, being advised by the Assistant Principal Curriculum.
- To be responsible for the organisation and administration of short-term supply staff and daily cover arrangements as directed by the MIS Manager.

Personal Development, Behaviour and Welfare

- Provide reports on exclusions, admissions and census data to ELT as directed by the MIS Manager.
- To be responsible for the processing of all exclusion letters, ensuring that procedures are adhered to and that all exclusions are recorded accurately on the MIS system, advising where DfE timelines are required to be adhered to, as directed by the Vice Principal (Culture and Ethos).
- Liaising with the Vice Principal to ensure that disciplinary review meetings are compliant and that relevant information is produced and disseminated in accordance with the timeframes expected. Supporting the Vice Principal to ensure that an appropriate panel is assembled for the review meetings.

Transition

- As directed by the MIS Manager, to support with the process of in-year admissions.
- To process new student intakes, working with the designated Assistant Principal for transition, Transition Teacher and the Local Authority, ensuring the MIS system is updated.
- To support the Assistant Principal for transition and Transition Teacher with their preparation for Transition events. To support parents/carers with the admissions process during Open Evening and Transition Evening.

Operational

- To maintain the electronic Academy diary with visits, meetings, visitors, cover requirements, re-rooming and other relevant information.
- Under the direction of the MIS Manager to manage and organise daily cover requirements and report to ELT where planned events may lead to gaps in provision within school.

Other

- To deputise for the Exams/Assessment Officer and MIS Manager in times of absence and to support with administration and preparation during the examination season.
- To assist in ensuring compliance with the Data Protection Act.

General duties and responsibilities

- 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 MIS Manager fully informed of all matters that they are involved in.
- 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 ensure confidentiality is maintained at all times.