

**Job Title:** Management Information Services Officer

**Location:** Newham

**Contract type:** All year round, Full Time (though Part Time will be considered)

**Contract term:** Permanent

**Times:** 37 hours a week all year round.

**Salary:** £24,986 to £28,719 (depending on experience)

**Job start:** ASAP

**Accountable to:** Head of MIS.

## Core Purpose:

To assist with all aspects of LDE UTC's Management Information Systems (MIS), Data, Examinations and Administration. You will work with all members of the School administration to ensure the efficient and accurate functioning of the support staff roles. The main areas of this role include the maintenance of data, assessment, curriculum information, timetables and examination entries.

You will be working with the LDE UTC Trust to ensure their vision is met, by ensuring the highest standards and expectations are promoted and achieved.

## Key Responsibilities:

**PLEASE NOTE:** This Job Description sets out the main areas of support required but actual duties will be varied and moulded to the experience and capabilities of the successful candidate and the requirements of the College.

### Data:

- Enter data onto LDE UTC's MIS (currently Capita SIMS) accurately and efficiently;
- Extract data as required by the Head MIS, Senior Leaders, and other staff;
- Support all staff in the use of data and MIS systems at LDE;
- Help in the production of strategic and operational data for analysis by various management groups within the LDE UTC.
- Import data and from a variety of external sources as required;
- Assist with the production of the School Census as required;
- Manage behavioural and report databases as required.
- Monitor Management Information Systems as required.
- To request and respond to requests for CTF files

### Examinations:

- Assist with examination entries, organisation of examination materials and ensuring examinations run smoothly (both external and internal examinations).
- Assist with the recruitment and training of invigilators;
- Act as an invigilator as required;
- Assist with the organisation of and smooth running of GCSE and A Level results days.

### Timetabling:

*Working in collaboration with Head of MIS:*

- Assist with implementing the timetable on SIMS;
- Where required, ensure the updating of student choices and issuing amended timetables;
- Assist with room changes and room bookings as required;

# MIS Officer Job description

## Administration & General:

- Be a proactive member of the support staff to ensure the provision of an efficient and effective administrative service to the school.
- Build positive and constructive working relationships with other colleagues, sharing best practise, skills and knowledge in areas of expertise.
- Establish effective working relationships and communicate in a timely manner with other agencies/professionals, colleagues, parents etc as required.
- Maintenance of accurate set lists, teacher deployment and room usage.
- Liaise with all relevant outside agencies, other schools and educational establishments, as necessary.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined commensurate with the grade of the post as directed by the Principal.
- Take reasonable care of health and safety of self, other persons and resource whilst at work.
- Willingness and commitment to own professional personal development

## How to apply:

To apply for this position please complete an application form including a supporting statement. Application forms can be found on our website. <https://www.ldeutc.co.uk/apply/staff-vacancies.aspx> Ensure that all required details are completed. Applicants missing key information will not be called for interview.

you can submit your application using one of the following methods:

- via our website
- emailed to [brooke.o'callaghan@ldeutc.co.uk](mailto:brooke.o'callaghan@ldeutc.co.uk)
- posted to  
Brooke O'Callaghan, Executive Assistant  
London Design & Engineering UTC  
Docklands Campus  
15 University Way  
London  
E16 2RD

## Timings:

The closing date for applications is 12pm on Friday 17<sup>th</sup> August. Interviews will take place on Friday 24<sup>th</sup> August.