



Stamford  
Endowed  
Schools

independent schools for independent minds

# Management Information Systems Officer

## Applicant Pack



## Role Specific Supporting Information

### Management Information Systems Officer

**The Stamford Endowed Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### Role

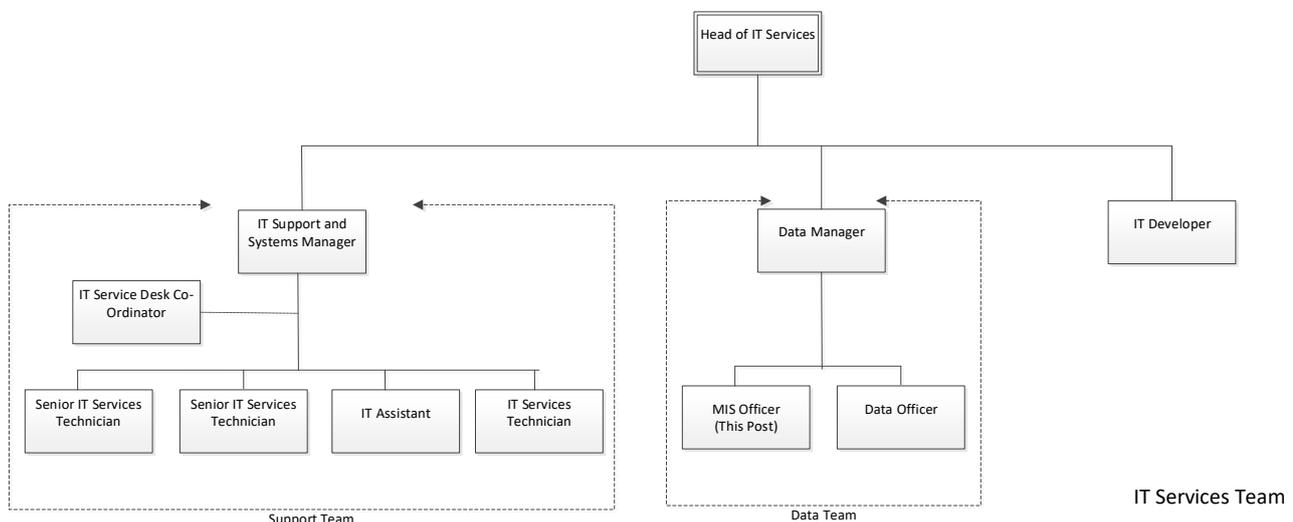
The MIS Officer role will be part of the IT Services structure, working within the Data Team, led by the Data Manager and supported by the Head of IT Services for strategy and developments.

This role will work from the central IT Services department office at Stamford School, but will operate across all SES sites as the role dictates from the departments' remote offices across the sites.

Although currently the Schools MIS is SIMS.Net, we are currently in the planning and development phase of a migration to iSAMS, which will be the main project for the Data Team for the next 12-18 months. The Data Team will lead the configuration of the new MIS to ensure the requirements of the Schools are implemented whilst maintaining our ongoing commitments for assessment and reporting throughout the School year. This is an exciting project to be involved with, which will see the Schools use of data improved and development of systems to support the academic and wider aspects of the Schools. The MIS officer will play a key part in the project and supporting the roll-out for September 2020.

#### Department

The IT Services Team at the Stamford Endowed Schools is a small unit comprising of 11 staff. The management of data is becoming more complex requiring a specific set of skills to support the Schools in effective management, manipulation and maintaining in accordance with wider legislation and policy. The Schools have transitioned to a data team which takes the leads for all data related requirements.



## Working for the Stamford Endowed Schools

<b>Hours of Work</b>	37.5 hours per week, Monday to Friday. Hours to be agreed with line manager.
<b>Remuneration</b>	Circa £23,500 dependent on experience
<b>Working Arrangements</b>	45 paid weeks: <ul style="list-style-type: none"> <li>- 34 weeks term time</li> <li>- 6 weeks non term time</li> <li>- 3.5 weeks paid annual leave</li> <li>- 1.5 weeks paid public holidays</li> </ul>
<b>Annual Leave</b>	25 days annual leave rising to 28 days after 5 years' service.  All annual leave is to be taken during school holiday periods.
<b>Role Information</b>	You will be paid each month throughout the year. For any start date after 1 September the actual working weeks until 31 August, will be calculated and divided by the remaining months, for the first year only.
<b>Other Arrangements</b>	<p>We also offer;</p> <p>Excellent working conditions</p> <p>A free school lunch during term time periods*</p> <p>Support for training and development and an annual review programme</p> <p>Access to an Employee Assistance Programme for staff. 24:7:365 advisory telephone advice service and telephone counselling.</p> <p>Contributory Pension Scheme with employer contributions</p> <p>Subsidised Membership to the SES Sports Centre facilities.</p> <p>Access to SES car parking facilities</p> <p>A programme of Foundation Lectures and other staff social events.</p> <p> *Non contractual arrangement</p>

## **Job Description**

**Job Title: Management Information Systems (MIS) Officer**

**Reporting to: Data Manager**

**Responsible for: n/a**

**Liaising With: Deputy Head Academics, Head of IT Services, Heads of Year, Head of 6<sup>th</sup> Form, and Head of Departments**

### **Core purpose**

To support the maintenance, development and implementation of the Schools MIS, supporting portals and data systems across SES.

Supporting the Data Manager in ensuring the compliance on the use and input of data, in line with the GDPR and UK Data Protection regulation.

Instilling best practise in the data users to ensure we are using data effectively

### **Role Responsibilities**

#### **Academic Reporting and Tracking – Senior**

- Work with Deputy Head Academics to review and evolve the tracking and reporting of progress and results using our MIS.
- Maintain aspects, grade sets and result sets in the School assessment and tracking packages to facilitate marksheets in relation to years groups 7 to 13 (SIMS).
- Distribute, collate and publish reports in line with the reporting calendar.
- Support the collection, collation, analysis and dissemination of assessment data to inform target setting procedures and tracking of student progress across the curriculum.

#### **MIS**

- Maintain and develop templates, documents, reports and guidance relating to assessment and tracking
- Administer permissions and configuration within the MIS to facilitate the structure and roles within the school
- Ensure that data stored in our MIS systems is up to date, accurate and presenting correctly in our portal systems.
- Handle queries relating to data in our MIS and Schools Portals
- Provide support material to ensure the different aspects of the MIS are fully utilised.
- Working with the Data Officer ensure the academic and pastoral structures are correct for the new academic year in the MIS.

- Maintain registration and house groups within the MIS.
- Perform promotion routines with the MIS to ensure the structures are correct.
- Ensure the behaviour and merits systems are setup to meet the needs of the Schools, including reporting to Deputy Heads.
- Maintain our UDF (User defined fields) and UDG (User defined groups) within our MIS to support the operations of the Schools.
- Support the Data Manager in completing the annual statutory returns for ISI and DFE.

## **Team Responsibilities**

### Compliance

- Support the Data Manager in the measures required to be GDPR and Data Protection compliant.
- Provide communication and support to the Admin staff to support the data strategy and improve the inputting and use of data.
- Guided by the Data Manager promote staff awareness relating to data campaigns communicating with all staff.
- Administer the staff training portal for data protection and cyber security.
- Supporting the Head of IT Services and Data manager on breach reporting.
- Supporting the Data Manager with the subject access request procedure for all audiences as defined in the policy.

### Data Consistency and Accuracy

- Complete changes to details relating to pupils, parents and staff in the Schools MIS
- Perform housekeeping routines to maintain the quality and accuracy of data in the School's MIS
- Support other members of staff on the uses and interpretations of data

### MIS Management

- Managing the reporting and assessment functions of the Schools' MIS
- Maintaining permissions and staff profiles
- Ensuring ISI compliance data is stored – Attendance and Admissions on Roll.

### Support

- Support academic staff in their use of the Schools' MIS
- Provide ad-hoc reporting as requested to academic staff
- Respond to queries from staff and parents relating to the Schools' MIS, portals and data systems

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Good standard of general education	MOC expert in Excel and or Word.
<b>Knowledge &amp; Experience</b>	<p>Experience in administering SIMS or iSAMS school MIS system</p> <p>Day to day working with the SIMS Assessment Manager module or iSAMS Reports Manager</p> <p>Competence in using a wide range of Microsoft Office applications in a working environment. Excel and Word are crucial</p>	<p>A knowledge of the Schools and how they operate.</p> <p>Knowledge of GDPR and how it applies in the workplace</p>
<b>Key Skills</b>	<p>Excellent communication and organisational skills.</p> <p>Ability to prioritise and manage multiple tasks and deliver by agreed deadlines</p> <p>High level of attention to detail and accuracy</p> <p>Good written and verbal skills</p>	
<b>Other Attributes</b>	<p>Hold satisfactory DBS clearance at an advanced level</p> <p>Flexibility to attend out of hours events and respond to varying workload demands.</p> <p>Able to work effectively with a variety of people across the SES maintaining good working relationships at all times including when people are under pressure.</p>	



### **Candidate Information about Stamford Endowed Schools**

The Schools are a part of the great heritage of Stamford and a symbol of its vibrancy and evolution. Established in 1532, the Schools have undergone many changes but have consistently provided a first-class education.

Today the Schools remain interwoven with Stamford life, to which our students, teachers, parents and staff contribute greatly. At Stamford we have one simple and overriding aim, that is to inspire our students and light fires within them. The schools educate 1650 pupils at the coeducational Stamford Junior School for children aged 3-11, Stamford High School for girls aged 11- 18, and Stamford School for boys aged 11-18. The sixth form which teaches boys and girls together across the two senior schools. Stamfordians leave here poised for success in the real world - quietly confident, kind, positive, hardworking, unassuming and resilient. We are independent schools nurturing independent minds.

Stamford is an exquisite, historical market town which has been voted by The Sunday Times as 'The Best Place to Live in Britain'. It nestles quietly in the countryside on the border of Rutland, Lincolnshire, Cambridgeshire and Northamptonshire and close to landmarks such as Rutland Water and Burghley House. The Schools are an integral part of the town community and have educated its children since 1532. Transport links are excellent and London can be reached by rail or road in just over an hour.

Further details can be found on the Schools' website ([www.ses.lincs.sch.uk](http://www.ses.lincs.sch.uk)).

This information should be read in conjunction with the Application Form Explanatory Notes enclosed with this pack.