

MIS and Systems Administrator

Contract: Permanent

Working Hours: 35 hours per week, Term-Time + 2 weeks

Typical working hours are 8:30am-4pm, Monday to Friday. Some flexibility in working hours may be agreed by arrangement to meet operational requirements.

Job Purpose	Reporting to the Data and Systems Manager, the postholder will help manage pupil, staff and operational data across Crosfields School, ensuring the information held in iSAMS and associated digital platforms is accurate, secure and used effectively. The postholder will play a key role in supporting the school's expanding digital infrastructure through the administration of iSAMS, Microsoft 365 and associated educational systems. They will contribute to the smooth operation of assessment, reporting, parent communication and data management processes, providing staff, pupils and parents with reliable and accurate information
Reporting to	Data and Systems Manager
Key Responsibilities	MIS Administration • Create and maintain pupil, parent and staff records within iSAMS, ensuring that information remains accurate and up-to-date. • Maintain key pupil information including academic houses, form groups, classes, sets and other relevant fields. • Make timetable, class and set changes throughout the academic year. • Support annual rollovers and the preparation of each new academic year. • Support the processing of admissions and leavers. • Monitor and improve data quality through regular audits and validation checks. Data Management and Systems Integration • Organise and consolidate data to maintain effective synchronisation between iSAMS and external platforms.

	• Manage the accurate transfer of key information between relevant systems, including SEN, EAL, Medical data ◦ Support integrations between iSAMS and a range of educational software and platforms. ◦ Assist with imports, exports and bulk data updates. • Support testing and implementation of new systems and data integration projects. • Identify opportunities to improve efficiency through automation and improved processes. User Account and Access Management • Support and maintain pupils, staff and parents across school systems, including access permissions and login credentials. • Support onboarding and offboarding processes for pupils and staff. • Administer Parent Portal accounts and respond to access and account enquiries. • Troubleshoot routine system and data issues, liaising with relevant departments, IT Support Team and external suppliers where necessary. Microsoft 365 and Teams Administration • Support the administration of Microsoft 365 and Teams, including groups, memberships and associated services. • Create and maintain appropriate class, year group, pastoral and staff Teams as required. • Support data consistency between iSAMS and Microsoft 365. Assessment and Reporting • Support the setup and administration of termly assessment, reporting and other school data collection processes. • Consolidate and validate assessment data, identifying and following up missing or incomplete assessment information. • Assist in producing routine reports for academic and pastoral leaders.
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	• Staff and Parent Support • Provide first-line support to staff and parents with routine enquiries about iSAMS, Parent Portal and associated systems. • Produce user guides and documentation as required. • Deliver occasional training and support sessions for staff. Compliance and Data Protection • Handle confidential and sensitive information appropriately in accordance with GDPR and relevant School policies. • Support data audits and information governance activities. • Maintain accurate records and data-handling procedures.
Person Specification	Essential • Excellent administrative and organisational skills. • A high level of attention to detail and a strong commitment to data accuracy. • Experience of working with databases, information systems or large datasets. • Strong Microsoft Excel and Microsoft 365 skills. • Ability to analyse, organise and maintain complex information. • Excellent written and verbal communication skills. • Ability to work independently and collaboratively, while managing competing priorities. • Ability to maintain confidentiality and handle sensitive information appropriately. • Strong problem-solving skills and a proactive approach to work. • Confidence in learning and adapting to new systems and technologies Desirable • Experience of iSAMS or another school MIS. • Experience working within a school environment. • Understanding of school assessment and reporting processes. • Experience of Microsoft 365 administration. • Experience managing Microsoft Teams.

	• Experience of educational software, data imports/exports of system. • Knowledge of GDPR and data protection requirements. • Experience of academic timetabling or curriculum administration. Personal Qualities The successful candidate will be: • Highly organised and methodical. • Approachable and professional. • Self-motivated and able to work independently. • A strong communicator with excellent interpersonal skills. • Committed to continuous improvement. • Comfortable adapting to changing priorities. • Enthusiastic about technology and digital innovation in education.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#).

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).