



## JOB DESCRIPTION

**Post Title:** School Information Manager

**Pay Range:** Band G (19-24)

**Disc Level:** Enhanced

**Working With:** Support Staff

**Reporting to:** Data Manager / Business and Admin Manager

**All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.**

**All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.**

### **About the Role:**

We are seeking a highly organised and detail-oriented MIS Data Administrator to join our team. You will play a vital role in ensuring the accuracy and efficiency of our School Management Information System (MIS). In this role, you will be responsible for a variety of tasks, including data management, reporting, procurement support, HR record management support, exam process support, and student and workforce census administration.

### **Key Responsibilities:**

- **Data Management:**
  - Maintain accurate and up-to-date student and staff data within the MIS.
  - Ensure data integrity through regular checks and cleaning procedures.
  - Develop and implement procedures for data entry and management.
- **Curriculum:**
  - To work under the direction of the Deputy Head Teacher to develop and maintain a working curriculum in the MIS.
  - To support the Data Team in ensuring that students are correctly assigned to classes and that the timetable is maintained.
- **Reporting:**
  - Generate reports from the MIS to meet the needs of various stakeholders (e.g., leadership team, teachers, parents).
  - Analyse data to identify trends and patterns.
  - Prepare reports for external agencies (e.g. Department for Education).
- **Student and Workforce Census:**
  - Support the completion of student and workforce census data collection.
  - Ensure data accuracy and compliance with reporting deadlines.
  - Generate reports on census data.

- **Procurement Support:**
  - Working with the Finance Department to utilise MIS data to inform procurement decisions.
  - Generate reports on resource usage and identify opportunities for cost savings.
  - Assist with the development and implementation of procurement processes within the MIS.
  
- **HR Record Management:**
  - Provide support to the Business Manager and HR administrator including:
    - Maintain accurate and up-to-date staff records within the MIS.
    - Process staff leavers and starters.
    - Support with HR reporting requirements.
  
- **Exam Process Support:**
  - Deputise for the Exams Officer, as required.
  - Provide support to the Exams Officer including:
    - Assist the Exams Officer with exam data within the MIS.
    - Support the generation of exam timetables and seating plans.
    - Liaise with external exam boards as necessary.

## **PERSONAL AND PROFESSIONAL CONDUCT**

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

### **Maintain high standards of ethics and behaviour, within and outside school, by:**

- Treating others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

### **Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

### **Make accurate and productive use of MIS**

- know and understand how to access relevant information for the post in which you operate.

### **Assist in managing behaviour effectively to ensure a good and safe learning environment**

- Operate within the rules and routines for behaviour in the school, and take responsibility for promoting good and courteous behaviour both in and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

**Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Manage use of time effectively
- communicate effectively with parents with regard to pupils' achievements and well-being.

**Support staff leaders will also:**

- Contributing significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Having an extensive knowledge and understanding of how to use and adapt a range of strategies, including providing opportunities for all staff to achieve their potential.
- Having an extensive knowledge and well-informed understanding of the areas for which they have responsibility.
- Having up-to-date knowledge and understanding of wider impact of their work.
- Having sufficient depth of knowledge and experience to be able to give advice on the development and well-being of staff.
- Be flexible, creative and adept at solving problems within their areas of responsibility and developing the effectiveness of the team.
- Promoting collaboration and working effectively as a team member.
- Contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

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**Signed by**  
**employee:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print**  
**Name:** \_\_\_\_\_

**Signed on behalf of**  
**school:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print**  
**Name:** \_\_\_\_\_