



Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS

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BMAT Data & MIS Manager

Thank you for expressing an interest in becoming a Data Manager.



BMAT Data & MIS Manager

Salary up to £38K

(salary depending upon qualifications and experience)

36 hours, 52.14 weeks per year

Required ASAP

Beacon Multi-Academy Trust is located in the London Borough of Redbridge. Established since 2014, we are committed to high expectations inclusive practice and successful outcomes for all.

We are seeking to appoint a MIS and Data manager that is proactive and committed to making a difference across the Trust.

The successful candidate must be available during Exam results and will be able to work with senior staff, advising and managing MIS processes. The candidate must have:

- Experience within a MIS/Data management role
- Understanding of SIMs, online payment systems and communication tools
- Experience within the education sector

BMAT is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

An application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.

Role Profile

Level of role - Tier 3 Professional/Technical

These posts will have contacts with internal and external people and agencies. Contacts at this level would include discussing service needs, the supply of straightforward advice and initiating action to provide advice.

Their work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives. These posts will follow established processes and be the gatekeeper to ensure compliance.

Post requires the ability to undertake work of a variety of advanced tasks confined to one function or area of activity which requires detailed knowledge and skills in a specialist discipline.

To supervise staff at levels 3, 2 and 1 where it is clear that post holders have supervisory responsibility and communicate relevant information so that their areas of responsibility are effective and efficient.

The post holders will be accountable for their work outputs and accuracy and the performance management of staff they closely supervise

Purpose of role

To provide an effective and efficient Data & MIS service across the Trust.

To be responsible for the management, administration and maintenance of the SIMS student management systems and processes within the school(s).

To be responsible for the management, administration and maintenance of pupil assessment data

General duties and responsibilities

Key Responsibilities/Accountabilities:

- Maintaining and upgrading the school's Information Management and Technology Services (including SIMS, Fronter, Cashless payments).
- Responsibility for the management and development of the SIMS database including maintaining the integrity and security of the data, and producing emergency recovery backup sets.
- To provide statistical analysis of students' performance and other data as required for Senior and Middle Leadership in the most appropriate format
- To provide expert advice and guidance on the effective use of school data in monitoring progress in pupil attainment and evidencing improved outcomes.
- To manage interim and annual report schedules and data output from SIMS
- To ensure that all pupil data is up to date and accurate and that all associated lists, reports, mailing data and returns, in particular the School Census, are produced accurately and on time.
- To ensure all claims for learner related funding are complete, correct and on time.
- To maintain the schools grade tracker to provide user friendly RAG fields in output reports.
- To create and maintain the templates used to produce the termly and annual reports, to assist in their production, and be responsible for their completion by the date in the Assessment Calendar and published to parents.
- To review teachers' input into school systems and ensure rigorous quality control.

- To ensure that all examinations, grade sets, and performance points are accurately recorded on SIMS to enable the Exams Module to provide the required data returns
- To assist with the production of the school timetable.
- To maintain Options data and play an integral part in the Options process
- To take a lead role in meeting the development needs of school staff with regard to information and operations systems, data use and management
- To produce regularly learners performance indicators for Senior Leadership Team and Governors.
- To produce analyses from the schools' tracking systems; for example attendance and behaviour
- To assist in the production of the schools Workforce return
- To assist in the production of information and data to secure grants and submit bids for additional Resources.

- To support time-tabling across the Trust

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management.

Role Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. Degree level or equivalent	D	A/I/R
2. Good numeracy/literacy skills/IT skills	E	A/I/R
3. Qualification at grade C or above in English, Maths and Science.	E	A/I/R
Experience/Knowledge		
4. Recent experience of submitting Census returns	D	A/I
5. Leadership and Management experience	D	A/I
6. Experience of working with performance information, statistical analysis, management information and data collection	E	A/I
7. Experience of SISRA, Moodle, Groupcall, ParentPay or equivalent	E	A/I
8. Experience of working in the Education sector	E	A/I
Experience of using SIMS	E	A/I
1. Excellent IT skills, and proficient in the use of IT packages	E	A/I
2. Evidence of managing MIS systems for reporting to management and other stakeholders	E	A/I/R
3. Experience of using Microsoft Excel and use of formulas to interrogate data	E	A/I
Skills & Attributes		
4. Ability to work to deadlines with a high level of accuracy	E	A/I
5. The ability to absorb information readily and speedily and work under pressure.	E	A/I/R
6. The ability to respond professionally to staff, outside agencies, suppliers and the general public at all levels	E	A/I/R
7. Ability to work well within a team, and support colleagues	E	A/I/R
8. Reliable, respectful and confident	E	A/I/R
9. Integrity and confidentiality to be maintained at all times	E	I
10. Commitment to and understanding of equal opportunities and safeguarding.	E	I/R
11. Flexibility as the role will require working between Academies within the Trust.	E	I
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