



Re-founded 1555

Ripon Grammar School

Helping shape the future since 1555



**Management Information System [MIS] Manager
required from September/October 2021
(25* hpw, term time only + 5 training days + 5 days during August)**

**Salary NYCC Grade F (points 8 - 13)
[actual salary for 25 hpw at point 8 = £12,109.82 pa]**

Ripon Grammar School is seeking to appoint a well-organized, efficient and approachable colleague to oversee the Management Information System at the school.

This role would entail taking responsibility for the day-to-day support and development of the MIS. Some experience of working with a MIS or data management system, and an awareness of school operational experience, is desirable and additional training can be provided.

The successful applicant will be flexible, positive and able to work independently as part of a highly efficient and professional support team.

**25hpw is subject to negotiation for the right candidate if more hours are required.*

The working week can be structured flexibly to suit the individual candidate.

Full details of this post are available on our school website [www.ripongrammar.co.uk/about us/vacancies](http://www.ripongrammar.co.uk/about-us/vacancies) together with an application form.

Closing date for applications – 10am on Friday, 24 September 2021

Interviews to be arranged with successful candidates

Please email your application to [Mrs Patricia Hargraves, Headmaster's PA, at hargravesp@ripongrammar.com](mailto:hargravesp@ripongrammar.com) with a covering letter addressed to Mr Jonathan Webb, Headmaster, outlining why you are interested in this position.

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.