



Ripon Grammar School

Management Information System [MIS] Manager [including Cover Manager]

required as soon as possible

**37 hpw over 5 days per week,
term time only + 5 training days + 5 days during August
Salary NYC Grade F, Points 9 – 13**

actual salary for 37 hpw at Point 9 = £22,353.69pa [£13.02 ph]

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 together with an awareness of school operational experience is desirable. Additional training can be provided.

The MIS Manager will also be responsible for arranging cover for teachers' absences, which will take on average 2 hours of work a day and will necessitate commencing work at 7am each day.

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

Full details of this post are available on our school website www.ripongrammar.co.uk/about-us/vacancies, together with an application form.

Closing date for applications: 9am on Friday, 15 December 2023
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.