



## **Job Description**

### **Management Information System (MIS) Manager (including cover manager)**

Salary: Grade F [points 9 – 13]

Hours: Full Time (37 hours per TTO + Training Days + 5 days in summer holidays]

[Note: Cover manager role will require an early start time – 7:00 am]

Contract: Established

Reports to: Deputy Headteacher, Curriculum

Specific duties and responsibilities:

#### **Administration**

- Ensure the completion of the relevant statistical data to external bodies, this will include but is not limited to: Census, Pupil Census, Forvus, Analysing School Performance ·
- Be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. DfES Resources
- Liaising with BROMCOM to resolve any technical issues
- Manage complex administrative procedures
- Operate relevant equipment/complex ICT packages including but not limited to, MIS (BROMCOM), SISRA and CPOMS
- Take a lead role in the development and maintenance of record/information systems. This will include but not be limited to, developments in the MIS (attendance, analysis, Census) and data packages (SISRA – population and organisation of systems and structures for staff) and safeguarding software (CPOMS). Post holder will be able to show initiative and provide additional reports to line manager/SLT
- Developing information and resources to support the completion of grade collections on a half termly basis

#### **System Management**

- Manage all staff accounts on the MIS including permissions and passwords ensuring appropriate access for all users
- Support and review the MIS's efficiency and effectiveness, taking into account planned system developments and opportunities to improve working practices. This will include regular meetings with the line manager to analyse strengths and areas for development in the existing usage as well as exploring lesser used parts of the package. There will be a need to react to observations as well as feed into the process own ideas.
- To be the principal contact with the MIS provider, report any issues and ensure prompt and appropriate resolution

#### **Reporting/Data**

- Generate and check Census reports and deal with any errors
- Administer the production and distribution of the reports to parents for each year group on a half termly basis
- Lead on the preparation of report templates for annual reports to parents
- Creation and analysis of internal student assessment data
- Ensure staff meet deadline for completion of reports for each year group
- Producing assessment reports for student progress tracking
- Producing Assessment templates for staff entries
- Support for data relating to examinations, both entries and results

- Working closely with Admin in managing Free School Meals (FSM) entitlement updating on regular basis
- Working closely with Admin to ensure that data is entered in a standardised manner and providing support and training as necessary
- Support the production of the School Assessment, Recording and Reporting Calendar
- Support Senior Leadership, Heads of Year, Heads of Faculty, Subject Leaders and other colleagues as required in the production of student progress reports
- Prepare examinations results analysis as soon as results are released (usually within last two weeks of August)

### **Admissions/Examinations**

- Downloading and importing Common Transfer Forms (CTF) for all admissions and mid-term admissions and examinations
- Ensuring all student records are accurate and up to date in line with pupil census guidelines
- Maintenance of student records
- Overseeing on/off roll process and ensuring that all school and legal requirements are met, such as generating CTF's
- Sourcing and importing Key Stage 2 & Key Stage 3 results from Key to Success
- Supporting Examinations Officer in identifying rooming and staff availabilities
- Supporting the Examinations Officer to ensure the efficient administration of external examinations including the analysis of student performances
- Working with Examinations Officer ensuring accuracy of both entries and amendments
- Back-up Examinations Officer in case of any absence

### **Timetabling**

- Organise the efficient organisation of parents' meetings and Target Setting days, including letters, text messages, setting up of event, attendance sheets etc.
- Manage the transition of data from one academic year to the next Progress and assessment data
- Set up and allocate students to classes, groups and courses
- Support the Deputy Headteacher for setting the timetable in its production, implementation and with in-year transitions, including changes that need to be made due to in-year staffing changes

### **Cover [it is anticipated that this will take on average 2 hours of work per day]**

- Arrange supply cover for teaching absences including, but not limited to) school trips and teaching absences. This will include fielding daily calls between 7:00 and 7:30 am from staff to deal with late changes to absence (e.g. Child Care, staff illness, etc.)
- Book cover with agencies (daily or in advance) in liaison with the Finance Department
- Liaise with SLT regarding absence data, return to work records
- Submit attendance records to the LA
- Work with the examinations Officer to develop medium term solutions for internal and external invigilation, rooms and cover.
- Liaise with School Bursar regarding payment of cover teachers and reasons for cover for staff

### **General Admin**

- Additional general administrative tasks

## **Responsibilities**

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support
- Share expertise and skills with others
- Able to confidently provide training and support to others, sharing skills, knowledge and experience to support other colleagues – this will include producing appropriate support materials and face-face support.
- Liaise between managers/teaching staff and support staff.