

Job Ref: 262/2026

UTC Management Information System (MIS) Administrator & Cover Manager
UTC Derby Pride Park - Age range: 13-19 years
Start: As soon as possible
Salary: £30,197 - £32,488 (52-week contract)

UTC Derby Pride Park is part of The Sheffield UTC Academy Trust, a multi-academy trust dedicated to developing the next generation of Britain's creatives, engineers, designers, technicians, and scientists. Rated Good overall with Outstanding for Behaviour and Attitudes (Ofsted, December 2023), we are proudly sponsored by the University of Derby, our university partner. Our distinctive Health specialism is strongly supported through our partnerships with University Hospitals of Derby and Burton NHS Trust and Joined up Care Derbyshire, providing students with exceptional access to real-world healthcare environments, clinical expertise, and career pathways in the health sector.

We also work closely with the East Midlands Chamber, ensuring strong local business connections. As part of the Trust, we benefit from partnerships with Sheffield Hallam University, Sheffield Chamber of Commerce, and The Sheffield College, creating a comprehensive network of opportunity that prepares students for meaningful careers while helping to solve the global challenges that lie ahead.

As a Trust we aim to deliver an outstanding educational experience grounded in real, relevant workplace practice. Partnerships with world-class companies, schools, colleges and universities give our students a unique start to their future careers. We provide training today for the jobs of tomorrow. Our cutting-edge facilities and engagement with employers' / university partners provides an exciting environment in which to teach and develop professionally. Our Trust destinations are testament to our success with students progressing to Russell Group Universities, including Cambridge, and securing higher level apprenticeships and employment at companies such as Rolls-Royce, Boeing, Toyota, Bauer Media, BP, Alstom, the NHS and The Royal Navy

We are looking to recruit a suitably skilled person to manage cover arrangements for teaching staff, liaising with the Senior Leadership Team and PA to the Principal to ensure that cover staff are set-up and have the equipment required. They will be required to maintain the UTC's student database / Management Information System, which is SIMS and other appropriate digital interfaces, to ensure that data is collected and verified regularly, and that information is made available for use by appropriate staff and stakeholders. In addition, the successful applicant will be required to support the admin team with reception and administration duties.

Ideally you will be skilled practitioner with experience of working in schools with the SIMS management system however knowledge of other MIS databases will be taken into account. Ideally the successful candidate will have experience of cover and census returns but training can be provided.

UTC Sheffield is sponsored by Sheffield Hallam University, The Sheffield College and Sheffield Chamber of Commerce and Industry.

Closing date: Midnight, Sunday 18 October 2026 **Interviews:** Wednesday 04 November 2026

We are an employer who values equality and diversity and we are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check and will be subject to safer recruitment procedures and checks.

For further information specific to the role, including how to apply visit:

www.utcsheffield.org.uk/vacancies

For an informal discussion, or to book a visit contact Amanda Miller, PA to the Principal on 01332 477400 hr@utcsheffield.org.uk