



Job Ref: 226/2025

UTC Management Information System (MIS) Administrator & Cover Manager

UTC Derby Pride Park - Age range: 13-19 years

Start: September 2025

Salary: £29,036 - £31,239 (52-week contract)

UTC Derby Pride Park opened in December 2019 and provides a new and dynamic education. It opened within The Sheffield UTC Academy Trust, which has a wealth of experience with two UTCs in Sheffield both graded Ofsted Good. UTC Derby Pride Park has benefited significantly from joining our successful Trust as demonstrated in strong examinations outcomes, destinations and significantly oversubscribed in all year groups. UTC Derby Pride Park was Graded Good overall with Outstanding for behaviour and attitudes in December 2023.

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 Boeing, Toyota, Bauer Media, BP and The Royal Navy.

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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 06 July 2025

Interviews: Wednesday 16 July 2025

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 the PA to the Principal on 01332 477400