



UTC Management Information System (MIS) Administrator & Cover Manager UTC Sheffield Olympic Legacy Park

**NOR: 600 (360 at Post 16) | Age range: 13-19 years | Start: October / As soon as possible
Salary: £27,522 - £29,610 (52 week contract)**

UTC Sheffield Multi Academy Trust provides a unique dynamic education. We opened our City Centre site in September 2013 specialising in Engineering and Creative & Digital Media and then expanded to open our second UTC on the exciting new Olympic Legacy Park in Sheffield in September 2016, offering opportunities for students in Health Science, Computing and Sports Science. From its success the Trust has continued to grow taking over UTC Derby Pride Park in December 2019.

We aim to deliver an outstanding educational experience grounded in real, relevant workplace practice and UTC Sheffield Olympic Legacy Park was rated Good in all areas in February 2019.

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 develop professionally.

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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 15 September 2024

Interviews: W/C 23 September 2024

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 0114 308 4000.