

## **JOB PROFILE**

**Post:** MIS Administrator and Cover Manager – UTC OLP

**Responsible to:** PA to the Principal

**Responsible for:** n/a

## **JOB PURPOSE**

Maintain accurate student information ensuring the Management Information System database is up to date, thereby assisting the Trust.

Provide an efficient and effective service characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on own initiative.

- 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.
- To maintain the UTC's student database / MIS System 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.

## **MAIN DUTIES**

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

- To develop and maintain the MIS system 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.
- Manage cover arrangements to ensure staff are allocated and set up.
- To ensure the accurate and timely submission of the periodic school pupil census and to support the PA with the accurate and timely submission of the periodic staff census.
- To assist with the development of a robust and effective means to pupil progress reporting, ensuring all reports are completed within timescale.
- Input and / or publication of class lists, staff and student timetables.
- Maintain the timetable by ensuring that amendments are continuously up to date.
- Check data as directed relating to the Progress Tracking system of student tracking.
- Provide teachers and parents with student assessment data as directed.
- Provide up to date and accurate information to SLT, Learning Managers, Curriculum Directors and relevant staff as directed throughout the academic year.
- Deal with enquiries from parents and students, including former students in a courteous, positive, caring and responsible manner at all times.
- Maintain a high level of security and vigilance at all times ensuring that the sensitivity of the data being handled is never compromised.
- Work with visitors to the UTC in such a way that it enhances the reputation of the UTC.
- To support reception and undertake wider administration duties as and when required.

## GENERAL

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal
- Participate in the UTC's Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the UTC and beyond
- Represent the UTC at events as appropriate
- Support and promote the UTC ethos

**MIS & Cover Manager**

PERSON SPECIFICATION	Essential / Desirable E/D
<b>Education/Training/Qualifications</b>	
Maths and English to minimum level 2 Level 4 qualification, preferably a degree	E D
<b>Skills/Experience</b>	
Experience of computerised data systems	E
Experience of working with staff at all levels including senior managers	D
Experience of working in a school administration environment	D
Experience of data systems	E
Experience of SIMs data system or willingness to learn	E
<b>Knowledge</b>	
Knowledge of school protocols and procedures	D
Knowledge of school data systems	D
Knowledge of cover procedures	D
<b>Interpersonal Skills</b>	
Team working	E
Ability to organise, prioritise own workload and that of others	E
Work under pressure and to tight deadlines	E
Flexible	E
Good oral and communication skills	E
Influencing and motivation skills	E
Negotiating skills	E
Tenacity, resilience	E
Meticulous, accurate	E
<b>Other Requirements</b>	
Demonstrate a clear understanding of equality of opportunity and diversity	E
Commitment to self-development	E
Commitment to working within the policies and procedures of the UTC including health and safety guidelines.	E