

MIS and Cover Manager



Grade E £30,859 - £33,951 FTE according to experience

Actual Salary £28,550.51 - £31,411.20 per annum

Based on 37 hours a week, 42 weeks per year (term time with 3 additional weeks to be worked in school holidays as agreed with Line Manager for effective completion of the role)

Full time

Working hours: Monday – Thursday, 0700 – 1500 & Friday 0700 - 1430

Start date 02 January 2024 or as soon as possible

Cams Hill School are looking to recruit an MIS and Cover Manager to oversee all aspects of MIS and reporting usage, maintenance, and development at Cams Hill School, providing day-to-day and strategic analysis to support behaviour, teaching, and learning, and to manage all aspects of Cover to minimise disruption to pupil learning and ensure adequate staffing levels. Cams Hill School has an enthusiastic and committed team of administrative support staff who work closely with the Senior Leadership Team, HR, pastoral teams, and teachers, to ensure the best possible experiences and outcomes for pupils.

The role requires the ability to plan strategically, develop operational systems, work to deadlines, manage workload, take initiative, provide creative solutions, line manage key roles, and communicate effectively with all stakeholders.

We would like to encourage applications from individuals who have experience of working with MIS systems in the education sector. However, full training will be provided; the ability to demonstrate a process driven approach and attention to detail is of greatest importance.

Are you:

- experienced in working with MIS systems?
- passionate about supporting the education of young people?
- eager to take on a role which requires you to be a flexible and resilient team player?
- able to take initiative, manage effective teams, and take on challenges?
- an effective communicator with excellent interpersonal and organisational skills?

If you have answered yes to the questions above and would like to apply, please download an application pack from the Staff Vacancies page on our website: www.camshill.com.

Contact Details - e-mail: vacancies@camshill.com

Applications are welcomed at your earliest convenience.

Closing date: Midday, Monday 11 December 2023

Headteacher: Ian Hudson
Shearwater Avenue, Fareham, Hampshire, PO16 8AH
11-16 Mixed Comprehensive

This post is offered subject to the terms and conditions laid down in the Cams Hill School Pay Policy, and the successful candidate will be subject to a Disclosure and Barring Service check along with other pre-employment checks. This school is committed to safeguarding and promoting the welfare of children.