



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

MIS & SYSTEMS MANAGER

JOB DESCRIPTION

JOB PURPOSE

To lead the strategic development, implementation, governance and standardisation of the Trust's School Management Information System (MIS) and other associated systems, ensuring they are used effectively across all schools to support operational efficiency, regulatory compliance, and school improvement.

JOB SUMMARY

1. Lead the Trust-wide development, optimisation and standardisation of MIS configuration, ensuring consistent and effective use across all schools.
2. Act as the central point of coordination for MIS-related requirements, governance, stakeholders, and system development.
3. Develop, deploy and maintain standardised systems, processes and documentation to support high-quality data collection and usage.
4. Provide leadership and support for MIS-related projects, including onboarding new schools and system integrations.
5. Work across schools, Education, Data and IT teams to ensure MIS aligns with wider organisational priorities and systems.
6. Provide first point of contact for troubleshooting to signpost support across the Trust and escalation to externally commissioned MIS support.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Strategy and Leadership

- 1.1 Lead the development of Trust-wide MIS strategy and usage, ensuring alignment with educational priorities, operational needs and organisational objectives.
- 1.2 Act as the Trust's lead specialist for MIS development, configuration, standardisation and implementation.
- 1.3 Organise and lead MIS governance groups, ensuring agreed actions, decisions and requirements are documented and progressed.
- 1.4 Develop and maintain a clear MIS development roadmap, including priorities, risks, dependencies and integration with wider systems.

2. MIS Development and Implementation

- 2.1 Lead the design and implementation of standardised MIS processes across all schools.
- 2.2 Ensure the MIS supports key operational areas including attendance, behaviour, safeguarding, assessment and statutory returns.
- 2.3 Oversee the development of system functionality, workflows, permissions and configurations to improve efficiency, compliance and user experience.
- 2.4 Coordinate MIS setup, migration and onboarding for new and incoming schools.
- 2.5 Ensure consistent and effective use of associated platforms (e.g. parent portals such as MCAS).
- 2.6 Audit schools' use of the MIS to ensure adherence to the standardised MIS processes.

3. Project Management

- 3.1 Lead and manage MIS-related projects from initiation through to implementation.
- 3.2 Develop and maintain project plans, ensuring visibility, coordination and accountability across stakeholders.
- 3.3 Organise and lead governance meetings with internal teams to review MIS setup, confirm requirements, and ensure system configuration supports agreed operational and reporting needs.

4. Support, Training and Engagement

- 4.1 Provide training and guidance to school and Trust staff.
- 4.2 Build staff confidence and capability in using the MIS effectively.
- 4.3 Work with external support partners to coordinate training provision and maximise uptake and compliance.
- 4.4 Act as a key point of contact for MIS-related queries and support escalation.
- 4.5 Provide timely support to school leaders who are new to the MIS or having difficulties in implementing key processes within the MIS.
- 4.6 Develop training materials to induct leaders, teachers and support staff on the use of the MIS.

5. Operational Improvement

- 5.1 Monitor MIS usage and identify opportunities to improve workflows and reduce administrative burden.
- 5.2 Evaluate implementation quality and drive improvements in consistency and efficiency.

6. Other Responsibilities

- 6.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 6.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 6.3 Contribute to the wider life of the Trust and the Star community.
- 6.4 Carry out any such duties as may be reasonably required by the Trust.

7. Records Management

- 7.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	Degree-level qualification or equivalent relevant experience (e.g., education systems, data systems & IT).	E	✓	
2.	Evidence of continuous professional development.	E	✓	
3.	GCSEs including English and Maths at grade 9-4/A*- C.	E	✓	
EXPERIENCE AND IMPACT				
4.	Experience of working with school MIS platforms (e.g., Bromcom, SIMS, Arbor).	E	✓	
5.	Experience of implementing or managing systems across multiple organisations or sites.	D	✓	✓
6.	Experience of leading projects, including planning, coordination and delivery.	D	✓	✓
7.	Experience of working with stakeholders at different levels, including school leaders.	E	✓	✓
8.	Experience of developing processes, guidance or system documentation.	E	✓	✓
9.	Experience of MIS migration projects.	D	✓	✓
10.	Experience of integrating systems (e.g. MIS/Third-party software).	D	✓	
11.	Experience of training or coaching staff in system use.	E	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Strong understanding of how MIS supports school operations and improvement.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
13.	Ability to translate organisational priorities into system design and processes.	E	✓	
14.	Strong project management and organisational skills.	E	✓	
15.	Excellent communication and stakeholder engagement skills.	E	✓	✓
16.	Analytical and problem-solving skills, including diagnosing system issues.	E	✓	
17.	Knowledge of statutory returns and regulatory requirements within education.	D	✓	
18.	Awareness of data and reporting systems linked to MIS.	D	✓	
19.	Understanding of integration between MIS and wider digital ecosystems.	D	✓	
PERSONAL QUALITIES				
20.	Commitment to the Trust's mission, vision and Star values.	E	✓	✓
21.	Commitment to personal and professional growth and striving for excellence.	E	✓	✓
22.	Commitment to motivate and inspire others through positivity and integrity.	E	✓	✓
23.	Commitment to inclusion, equality and safeguarding.	E	✓	✓
24.	Emotional resilience and adaptability in a fast-paced environment.	E	✓	✓