

### Associate Staff Job Description

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Times:</b>	0700 – 1430	0700 – 1430	0700 – 1430	0700 – 1430	0700 – 1430
<b>Hours per week:</b>	35				
<b>Weeks per year:</b>	39				

#### Job profile

<b>Post:</b>	MIS Manager
<b>Accountable to:</b>	Assistant Headteacher

*All staff have the joint responsibility with their line manager to review their job description annually as part of the performance management process. HR must be informed of any amendments made.*

#### Core Purpose and Key areas of Accountability:

Responsible for leading on the strategic management of all school data, ensuring the accurate curation, storage, and analysis of data within the MIS (Bromcom). This role involves overseeing data integrity, conducting research, writing reports, and managing third-party reporting systems to empower users in their own analysis. Proficiency in school Management Information Systems (ideally Bromcom) and Timetabling systems (EdVal) is highly desirable, along with ensuring GDPR compliance.

Additionally, you will manage pupil and staff timetables, implement curriculum changes, and provide reports for various stakeholders, including the DfE (including the school census returns), SSB, and school leadership and manage the cover of teaching staff.

#### Pupil Data Management:

- Ensure the efficient running of the MIS systems used in the school.
- Liaise with the MIS company to troubleshoot any concerns.
- Support with accurate curation of prior data to support understanding of key pupils.
- Ensure that pupil records are complete and accurate – ensuring integrity in our data.
- Import/input prior attainment data for external pupils and input Pupil Premium funding information from the Department for Education.
- Fulfil the Trust's Data Champion role on behalf of de Stafford including liaison with the Trust Data Protection Officer to ensure compliance with GDPR guidance.
- Lead the school's work in providing data for FOI and SAR requests, including logging.
- Provide data analysis as required by the Leadership Team and for the SSB (School Strategic Board).

#### Timetabling and Logistics:

- Create and maintain the curriculum timetable, including end of year processes, for both staff and pupils with oversight from SLT and to maximise the successful meeting of competing priorities.

- Support student in-year and new Year 7 intake admissions by creating records and new timetables.
- Set up and administer the options process working with the Assistant Headteacher.
- Managing links between MIS and third-party systems including Applicaa, School Cloud and Wonde.
- Oversee the management of statutory returns processes such as the school census returns and engage with routine exercises.
- Management of local authority data returns.
- Ensure the census returns to the DfE are correct and is compliant.

#### **Cover:**

- Receive absence phone calls from Teaching Staff from 7am daily and arrange cover for their timetabled lessons for the day.
- Liaise with Supply agencies as required.
- Liaise with Cover Supervisors with regards to their deployment for the day.
- Record all absences in the cover module in Bromcom.
- Communicate the daily cover report to relevant parties.
- Respond to unexpected cover needs during the school day and deploy cover staff as required.
- Manage all Teaching Staff advance requests for cover and the accurate recording of these.
- Provide half termly cover data report for Headteacher.

#### **Strengthening Community:**

- Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- To be courteous and respectful to all members of the school community.
- Complete statutory break / lunch duties as requested by the school.
- Exam Invigilation as and when required.

#### **Training & Continuing Professional Development:**

- Fully participate in the school's continuing professional development process
- Evaluate own performance regularly.
- Participate in training and other learning activities as required.

#### **General:**

GLF Schools expects its employees to work flexibly within the framework and duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit and duties and responsibilities.

### GLF Schools - Person Specification

<b>Job Title: MIS Manager</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Professional, Experience &amp; Qualifications:</b>		
Experience of using Management Information Systems	✓	
Experience of using Bromcom MIS		✓
Experience of working directly with school data	✓	
Proficiency in school Management Information Systems (ideally Bromcom) and Timetabling systems (EdVal)		✓
Experience of timetable management		✓
Able to influence, communicate, and engage with stakeholders at all levels – both internally and externally	✓	
Able to manage multiple projects, systems, and data sets – being able to keep track of how they interrelate	✓	
Able to work independently as well as collaboratively with other teams to achieve organisational goals.	✓	
Understanding how to tailor the presentation of information to suit the needs of different audiences	✓	
Degree or industry qualification in Data Management / Analysis		✓
<b>Knowledge &amp; Skills</b>		
Be detail-oriented but also able to recognise big picture trends and how we develop strategic level insights for the school and wider Trust	✓	
Proficient with processing both qualitative and quantitative data, collecting, processing, presenting, storing and sharing in the right manner	✓	
Knowledge of school reporting requirements		✓
Effective communication and interpersonal skills	✓	
Good administration skills	✓	
Ability to work independently, demonstrating initiative	✓	
<b>Personal Attributes</b>		
Excellent interpersonal skills, pleasant and welcoming manner	✓	
Excellent time keeping and pattern of attendance	✓	
Personal integrity and loyalty, maintaining confidentiality at all times	✓	
Ability to use own initiative	✓	
The ability to build positive relationships to effect change in student behaviour	✓	
The ability to form and maintain appropriate relationships and personal boundaries with young children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff code of conduct	✓	
<b>Safeguarding:</b>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		