



## Job Description

School: Kirk Hallam Academy  
Post: MIS Manager  
Responsible to: Business and Operations Manager  
Dated: June 2022  
Grade: SO1 to SO2 (52 weeks a year)

### Specific Responsibilities

- Line Management responsibility for the Exams Officer
- Input data into Bromcom, liaising with teachers to ensure progress tracking is accurate and timely
- Ensure all data returns are completed accurately and on time including the school census
- Extract data from Bromcom and convert into excel reports to enable further analysis
- Produce and interpret reports to show trends
- Check data that is to be published in the DFE Achievement and Attainment Tables
- Manage the process for collecting student assessment data from teaching staff using our Management Information System (MIS)
- Produce and distribute individual student reports
- Use internal analysis systems to provide school leaders with relevant information to enable the implementation of effective pupil intervention strategies
- Provide analysis of student attainment data for cohorts, subjects, classes and key groups of pupils such as Pupil Premium and SEN
- Liaise with Exams Officer to check accuracy of examination entries
- Maintaining Bromcom database and producing of data reports for SLT
- Management of Attendance and Behaviour data for the school
- Liaise with SLT, Attendance Officer and Behaviour Leads
- Produce data reports related to staff attendance
- Manage and input the data required for the admissions process



### **General Responsibilities**

- To support the overall ethos of the Academy
- To promote and support the implementation of the school's aims, policies and values
- To work flexibly as part of the support staff team to contribute to the smooth operation of the academy
- To commit to safeguard and promote the welfare of children and young people
- To assist with duties relating to student safety and security, including break and lunchtime duties
- Attend meetings as required
- To develop your own skills and take part in continuous professional development.

The above job description is a guide to the work you may be required to undertake and may change from time to time to reflect changing circumstances. You may also be asked to undertake any other duties as reasonably requested by the Head of School or the school leaders.



## Person Specification

	Essential	Desirable
<b>Qualifications</b>	Good standard of education with at least level 3 qualifications including GCSE at English and Maths (or equivalent levels of qualifications)	
<b>Experience</b>	Experience of manipulating data in Excel spreadsheets	Knowledge of completing Census
	Experience of using school systems, such as SIMS, Bromcom and Connect	
	Experience of working in education in a similar role	
	Experience of setting up and running examinations	
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<b>Skills and Knowledge</b>	Strong ICT skills and the ability to learn new software quickly	An understanding of educational agendas and external performance indicators
	Ability to produce work to a high level of accuracy and attention to detail	Experience of using Dashboard software
	Ability to work well under sustained pressure and within fixed deadlines	
	Up to date knowledge of examinations practice and procedures	
<b>Personal Qualities</b>	Organised and ability to multi-task and prioritise	
	Good communicator at all levels	
	Team player	
	Enthusiastic and positive	
	Use of initiative and able to apply common sense to solving problems	
	Flexible and adaptable approach to work	